

# VOLUME III COMBINATION SYSTEM SUPPLEMENT

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COMMON ORIGATION AND DISBURSEMENT  
2017-2018 TECHNICAL REFERENCE





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# Combination System Implementation Guide

VOLUME III  
SECTION



*This section contains general overview information and guidance for schools and other agencies who use EDEExpress in combination with third-party software or in-house systems to exchange Federal Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Direct Loan program data with the COD System.*

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## Overview

Welcome to Volume III of the *Common Origination and Disbursement (COD) Technical Reference*, written for users with Federal Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, or William D. Ford Direct Loan systems used in combination with EDEExpress for Windows 2017-2018 (the free software package provided by the U.S. Department of Education [ED]).

This volume of the *COD Technical Reference* provides guidance, edits, and record layouts for using EDEExpress 2017-2018 in combination with your own system or vendor-provided software.

EDEExpress users participate with the COD System to exchange and process Pell Grant, Direct Loan, and other data. For more information on participating with the COD System, be sure to read *Volume II* of the *2017-2018 COD Technical Reference*.

Each volume of the *2017-2018 COD Technical Reference* is available for download from the ED's Federal Student Aid Download (FSAdownload) Web site located at [fsadownload.ed.gov](http://fsadownload.ed.gov) as well as the Information for Financial Aid Professionals Web site (IFAP) located at [ifap.ed.gov](http://ifap.ed.gov), as needed.

### **Gainful Employment Reporting Updates in EDEExpress 2017-2018**

Schools must now provide academic program data part of Pell Grant, Direct Loan, and TEACH Grant disbursement records to satisfy Gainful Employment requirements. To facilitate the collection of new disbursement data elements by the COD System, we implemented multiple enhancements to the Pell Grant, Direct Loan, and TEACH Grant modules in EDEExpress 2017-2018.

Most significantly, we expanded the use of Program Profiles in all three modules as the chief method of adding or modifying multiple Gainful Employment data elements associated with disbursement records in EDEExpress. This update resulted in multiple related enhancements to the software, including modified external import record layouts, revisions to end-of-entry edits, and new entry functionality on the Disburse tab for all three modules.

For more information on Gainful Employment enhancements, see “Enhancements and Changes to EDEExpress for 2017-2018” later in this section.

**New for 2017-2018!** The Program Profile Code is now required when creating new Pell Grant, Direct Loan, and TEACH Grant records.

## ***Retirement of MPN, MPN Manifest, and Disclosure Statement Print Functionality***

Although the EDEExpress 2017-2018 Direct Loan module continues to include print functionality for MPNs, MPN manifests, and Disclosure Statements, do **not** print these documents using the software, as they do not conform to the most recent templates accepted by the COD System. MPNs, MPN manifests, and Disclosure Statements must now be printed outside of EDEExpress using a different system or completed by the borrower online at StudentLoans.gov Web site. The print functionality will be removed in EDEExpress 2018-2019.

For more information and guidance on the retirement of Direct Loan MPN, MPN manifest, and Disclosure Statement print functionality in EDEExpress, see the [October 27, 2016 electronic announcement](#) posted to the IFAP Web site.

## ***The Higher Education Reconciliation Act of 2005 (the HERA)***

In EDEExpress, a Direct PLUS loan for a graduate or professional student is referred to as a "Grad PLUS" loan.

The Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171, extended Federal Direct PLUS Loan (Direct PLUS) eligibility to graduate or professional students beginning on or after July 1, 2006. The HERA provision did not create a new loan program, but rather, allows a new type of borrower—an eligible graduate or professional student—to borrow under the existing Direct PLUS Loan Program.

## ***TEACH Grant***

Through the College Cost Reduction and Access Act of 2007 (CCRAA), Congress created the TEACH Grant Program that provides grants of up to \$4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. Eligible undergraduate and post-baccalaureate students may receive up to an aggregate limit of \$16,000 and graduate students may receive up to a graduate aggregate limit of \$8,000 in TEACH Grants.

In exchange for receiving a TEACH Grant, students must agree to serve as a full-time teacher in a high need field in a public or private elementary or secondary school that serves low-income students. Recipients must teach for at least four academic years within eight calendar years of completing the program of study for which they received a TEACH Grant. If they do not complete this service obligation, all amounts of TEACH Grants received will be converted to a Federal Direct Unsubsidized Stafford Loan and interest charged from the date the grants were disbursed.

Before receiving a TEACH Grant, students must sign a TEACH Grant Agreement to Serve (ATS) for each year in which a TEACH Grant is awarded. The ATS explains the teaching service requirements that students must meet in exchange for receiving a TEACH Grant, specifies the conditions under which a TEACH Grant will be converted to a Direct Unsubsidized Loan, and includes the agreement to repay the TEACH Grant as a Direct Unsubsidized Loan, with interest accrued from the date of each TEACH Grant disbursement. The ATS also provides



information on the terms and conditions associated with repaying a TEACH Grant that is converted to a Direct Unsubsidized Loan.

For more information on EDEExpress 2017-2018 functionality related to the TEACH Grant, see the TEACH Grant Appendix at the end of this section.

### ***What it Means to be a Combination User***

As a financial aid administrator (FAA) at a combination school, you are aware of how complicated the entire financial aid process can be to manage. The COD System improves the flow of financial aid processing and can streamline the workload in your financial aid office.

The COD System continues to function using the basic process of schools submitting records and receiving responses. You can use EDEExpress in combination with your mainframe or third-party software to perform this task or part of this task with the COD System.

EDEExpress continues to use flat American Standard Code for Information Interchange (ASCII) files to communicate with your external systems. You import flat ASCII files into EDEExpress to load Pell, TEACH Grant, and Direct Loan data. In turn, EDEExpress exports your data to the COD System in the required Extensible Markup Language (XML) format.

After your data is processed, the COD System sends a response in XML format that can be imported into EDEExpress. You can then export the information you need to your mainframe or third-party software from EDEExpress in the ASCII flat file format.

Schools planning to use EDEExpress 2017-2018 to process Pell, TEACH Grant, or Direct Loan data must be enrolled as a participant with the COD System for the respective programs.

- You only need to enroll as a participant for Pell, TEACH Grant, or Direct Loan if you were *not* enrolled in the respective program in 2016-2017.

If you have any questions about enrolling with the COD System, contact the COD School Relations Center at (800) 474-7268 for Grants or (800) 848-0978 for Direct Loans. You can also e-mail [CODSupport@ed.gov](mailto:CODSupport@ed.gov).

To keep your school database in synch with the COD System, we advise EDEExpress users against originating Pell, TEACH Grant, or Direct Loan records online at the COD System. You should originate your records in EDEExpress first, then submit the records to the COD System for processing.

Once your EDEExpress origination records are accepted by the COD System, you can perform any additional online activities as needed on the COD Web site and minimize the risk of conflicting data between your system and the COD System.

You must be enrolled for COD Online Services through Federal Student Aid's Participation Management System to access the COD Web site ([cod.ed.gov](http://cod.ed.gov)).

## *Organization of this Guide*

This Implementation Guide is a reference to assist school FAAs who use EDEExpress software in combination with their mainframe system or third-party software to process Pell, TEACH Grant, and Direct Loan data. This guide also assists schools in implementing changes for the COD System for the 2017-2018 Award Year.

The following sections in Volume III contain pertinent combination system information:

- Section 2: Combination System Message Classes
- Section 3: Combination System Record Layouts
- Section 4: Combination System Edits

## Enhancements and Changes to EDEExpress for 2017-2018

The EDEExpress 2017-2018 software conforms with annual changes to the COD System, as well as to the Pell, TEACH Grant, and Direct Loan programs. EDEExpress provides a common setup feature for the Pell, TEACH Grant, and Direct Loan programs. Separate Pell, TEACH Grant, and Direct Loan origination and disbursement windows display mutually exclusive data elements.

EDEExpress Pell, TEACH Grant, and Direct Loan users are participants in the COD process for 2017-2018. They send and receive origination and disbursement data to and from the COD System using the Common Record XML format.

If your school uses EDEExpress in combination with another system for some or all of your Pell, TEACH Grant, or Direct Loan processing, you should ensure that system has been modified to accommodate updates to fields and edits that are implemented within EDEExpress for 2017-2018. Refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference for the most current Pell, TEACH Grant, and Direct Loan Combination System record layouts used by EDEExpress.

We have implemented a number of enhancements in EDEExpress 2017-2018. These enhancements are listed below by module and software area.

### Global

The following enhancements are available in EDEExpress 2017-2018 Global functionality (applicable to all EDEExpress modules):

- **Updated Cycle References and Message Classes** – We updated software labels, online help, reports, and other functionality throughout EDEExpress to reference the 2017-2018 cycle. Message classes with cycle indicators are also updated for 2017-2018 in File Management (**Tools, Setup, Global, File Management**) and in various Import and Export dialog boxes throughout EDEExpress.
- **ISIR Analysis Tool Link Removed** – We removed the link to the ISIR Analysis Tool from the View menu (**View, FAA Access to CPS Online**). The ISIR Analysis Tool Web site was discontinued for the 2016-2017 cycle and forward.

EDEExpress 2017-2018, Release 1.0, posted in October 2016, includes the Application Processing and Packaging modules, as well as Global functionality. Release 2.0, scheduled for posting in April 2017, adds the Pell, Direct Loan, and TEACH Grant modules.

For more information regarding message classes used by the CPS in 2017-2018, see the Processing Codes section of the *2017-2018 EDE Technical Reference*. For more information regarding COD System message classes used by EDEExpress in 2017-2018, see *Volume III, Section 2: Combination System Message Classes* of this technical reference.

## Application Processing

The following enhancements are available in the EDEExpress 2017-2018 Application Processing module:

### ISIR Import, View, Print, File Format, and Query

- Updates for Early Start-Up and Use of “Prior-Prior Year” Data**
  - In fall 2015, President Obama announced two major changes to the FAFSA process. First, the President announced a change to the date when students and families can begin to submit a FAFSA. Traditionally, the FAFSA has become available on January 1 for the upcoming financial aid award year (July 1 through June 30). For example, the 2016-2017 FAFSA was available on January 1, 2016. Beginning with the 2017-2018 financial aid application cycle, the FAFSA will become available on October 1 of the year before the upcoming award year. Thus, 2017-2018 FAFSA filing will begin on October 1, 2016. By having the FAFSA available earlier, the financial aid process will generally coincide with the college admissions application and decision cycle, ideally allowing schools and states to provide financial aid information sooner to students and families.

Second, the President announced a change to the year for which tax information will be collected on the FAFSA. Traditionally, FAFSA applicants have provided income information from the prior tax year. For example, the 2016-2017 FAFSA collected 2015 income information. Beginning with the 2017-2018 FAFSA, the FAFSA will collect income information from one tax year earlier. This means that the 2017-2018 FAFSA will collect tax year 2015 income information and not 2016 information. Because of this change, most students will be able to complete their FAFSAs using information from a completed tax return.

We updated EDEExpress to accommodate both of these changes for the 2017-2018 cycle. These changes include updates to App Express functionality to allow earlier processing and receipt dates on ISIRs received from the CPS than prior cycles, as well as the retention of ISIR field labels referencing the 2015 tax year.

- SSI Field Labels Updated to Include Medicaid** – Medicaid benefits received by students and parents of dependent students are now collected on the FAFSA and used by the CPS as criteria, along with Supplemental Security Income (SSI), in determining auto-zero EFC and Simplified Needs Test eligibility. As a result of this change, the student and parent ISIR fields that were associated previously with SSI have been updated to include Medicaid in the field label in EDEExpress App Express functionality. For example, the student field that is printed on the ISIR is now labeled Medicaid or SSI.

## Packaging

No major changes or enhancements are planned currently for the EDEExpress Packaging module for 2017-2018.

See the *2017-2018 ISIR Guide* and the *2017-2018 Summary of Changes for the Application Processing System* guide, available on the [IFAP](#) and [FSAdownload](#) Web sites, for detailed information on changes to the ISIR and NSLDS data elements on the ISIR for 2017-2018.

## COD Setup

The following enhancements are available in COD Setup (**Tools, Setup, COD**) for 2017-2018:

- **Enrollment Status Field Relocated in Pell School Setup** – We relocated the Enrollment Status field in Pell School setup (**Tools, Setup, COD, School, Pell Payments**) to be outside of the “Enrollment Information – For School Use Only” section of the dialog box for clarity. The Enrollment Status value was optional in prior cycles, but is now required by EDEExpress to prepare Pell origination records for export to COD; it is also a required value on each individual disbursement record.

You are not required to provide a default value for Enrollment Status in Pell School setup, but doing so may save you data entry time in the future when creating Pell records in EDEExpress.

- **CIP Code Setup Expanded to Include CIP Code Year** – We added a new field, CIP Code Year, to CIP Codes setup (**Tools, Setup, COD, CIP Codes**). This new optional field enables you to provide the year associated with the CIP Code list that you used on the National Center for Education Statistics (NCES) Web site (<http://nces.ed.gov/ipeds/cipcode>) to locate the CIP Code you are defining.

When you add a CIP Code to any Program Profile in setup, the CIP Code Year associated with the CIP Code is used automatically in the Program Profile; the CIP Code Year is then assigned to any Pell, Direct Loan, and TEACH Grant records created using the Program Profile. The CIP Code Year is also included in exports of the COD Common Record for all Pell, Direct Loan, and TEACH Grant anticipated and actual disbursement records.

- **CIP Code Fields, Inactive Field Added to Program Profile Setup** – We have expanded the use of the Program Profile throughout the EDEExpress Pell, Direct Loan, and TEACH Grant modules as a quick, efficient means of updating multiple required data elements with minimal data entry effort. You are now required to provide a Program Profile Code when creating a Pell, Direct Loan, or TEACH Grant record in EDEExpress, regardless of the method you are using to create the record.

To accommodate these changes, the following enhancements are available in Program Profile setup (**Tools, Setup, COD, Program Profiles**):

- We added the CIP Code and the new CIP Code Year fields to Program Profile setup. Any CIP Code values you define in CIP Codes setup are available for selection in Program Profiles setup.

We eliminated the Enrollment Status value of **5** (Other) from EDEExpress 2017-2018. Valid values are **1** (Full Time), **2** (Three Quarter Time), **3** (Half Time), and **4** (Less Than Half Time).

If you use Prior Year Import in EDEExpress 2017-2018 to pull your Pell School setup parameters forward from EDEExpress 2016-2017, note that the default Enrollment Status will be set to blank in EDEExpress 2017-2018 if you used **5** (Other) in EDEExpress 2016-2017.

The new CIP Code Year field defaults to **2010** in CIP Codes setup, which is the year of the most recent CIP Codes list on the NCES Web site. You can update the CIP Code Year value to a different year (in CCYY format) if needed. You can also define the same CIP Code multiple times with different CIP Code Year values.

The individual fields comprising each Program Profile were required for Direct Loan records in EDEExpress 2016-2017 to satisfy reporting requirements addressing the 150% Direct Subsidized loan limits. These fields now also address Gainful Employment reporting requirements for Pell, Direct Loan, and TEACH Grant records.

Beginning with the 2017-2018 Award Year, you are required to provide a CIP Code on each Pell anticipated and actual disbursement record. Previously, the CIP Code was only required for Direct Loan and TEACH Grant records.

To modify the CIP Code or CIP Code Year on a record, you now need to change the Program Profile Code on the Disburse tab to a different code associated with the Program Profile that has the correct CIP Code or CIP Code Year values.

Any Program Profiles imported from EDEExpress 2016-2017 using Prior Year Import will be designated as Inactive in Program Profiles setup in EDEExpress 2017-2018, as the profiles will not have a CIP Code or CIP Code Year value.

In prior years, EDEExpress required that you add the CIP Code (where required) separately to Pell, Direct Loan, and TEACH Grant records through the various entry or import methods available in the software; by incorporating the CIP Code and CIP Code Year values into Program Profile setup, both values are now assigned to Pell, Direct Loan, and TEACH Grant records as part of the Program Profile Code you designate when you add the record.

- We expanded the Program Profile Code to a maximum of 25 characters, with valid content of A-Z, 0-9, and spaces for any character except the first character. This change allows you to define a larger number of Program Profiles covering your student population and programs.
- We added an Inactive checkbox to the Program Profiles setup dialog box. This checkbox is selected if you import Program Profiles from your EDEExpress 2016-2017 database using Prior Year Import functionality and the Program Profile is missing required information for 2017-2018. After you review the Program Profile, add required field values, and save the record, the Inactive checkbox is cleared and the Program Profile can be used.
- We updated valid field content for the Published Program Length. If you select Months or Years as the measurement unit for the Published Program Length field, valid values are now **0-99.999**.

## Pell Grant

The following enhancements are available in the EDEExpress 2017-2018, Release 2.0 Pell module:

### Pell Import

Program Profiles are not module-specific; you can use the same profiles on Pell, Direct Loan, and TEACH Grant records if the field values they contain apply to each award type.

If you typically create multiple Pell records by importing ISIR data, and you prefer to adjust the Program Profile Code values on the records at a later point, consider creating a temporary "placeholder" Program Profile Code that you assign to records upon initial creation. You can adjust the Program Profile Code on the records to the appropriate value manually on the Disburse (Pell Grant) tab, using Pell Multiple Entry, or by importing an external origination change file.

- **Program Profile Code Required to Create Pell Records Using Import** – To help ensure you are providing the necessary Gainful Employment data, you are now required to provide a Program Profile Code when using the Pell import process (**File, Import, Pell**) to create or modify Pell records in EDEExpress. Note the following related enhancements:
  - We added the Program Profile Code as a required field in the Pell Import dialog box when you select Origination Data-ISIRs as the import Type. You can either type the Program Profile Code you want to apply to the records you are importing, or you can click the ellipsis button (...) next to the field to select from codes you defined in Program Profiles setup.
    - We revised the secondary dialog box that appears after you initiate an import of ISIR data to remove the CIP Code column and add Program Profile Code as a column. You can use this dialog box to adjust values on individual records before they are imported to create new Pell records.



- We removed the CIP Code field from the Pell Import dialog box for the Origination Data-ISIRs Import Type. With the incorporation of the CIP Code field (and the new CIP Code Year field) into Program Profiles setup, you no longer need to add CIP Code information separately to Pell records; the CIP Code fields on the Pell records you create will be updated automatically with the values associated with the Program Profile Code.
- We updated the Pell External Origination Add/Change (PGE0180P) record layout to add the Program Profile Code as a required field for new records and to remove the CIP Code field. If you adjust the Program Profile Code for an existing Pell record using a PGE0180P file, the new Program Profile Code you provide is assigned to all remaining anticipated disbursements and any new sequence numbers you add to existing actual disbursements.
- We updated the Pell External Disbursement Add/Change (PGED180P) record layout to add the Program Profile Code and to remove the CIP Code field. You can adjust the Program Profile Code on individual actual disbursement numbers 1-20.
- **Enrollment Status Now Required in External Imports -** We updated the Pell External Origination Add/Change (PGE0180P) and Pell External Disbursement Add/Change (PGED180P) record layouts to add required enrollment status fields. These date fields reflect the student's Enrollment Status on the Pell origination record (for the PGE0180P field) or on each Pell disbursement record (for the PGED180P fields tied to disbursement numbers 1-20). The enrollment status was optional in prior cycles but is required for the 2017-2018 Award Year for each Pell disbursement.
- **Enrollment Status Effective Date Added to External Imports –** We updated the Pell External Origination Add/Change (PGE0180P) and Pell External Disbursement Add/Change (PGED180P) record layouts to add optional Enrollment Status Effective Date fields. These date fields reflect the effective date for the Enrollment Status value associated with the Pell origination record (for the PGE0180P field) or with each Pell disbursement record (for the PGED180P fields tied to disbursement numbers 1-20).
- **Program Attendance Begin Date Added to External Imports –** We updated the Pell External Origination Add/Change (PGE0180P) and Pell External Disbursement Add/Change (PGED180P) record layouts to add optional Program Attendance Begin Date fields. These date fields reflect when the student began attending classes for the program covered by the Pell award value associated with the Pell origination record (for the PGE0180P field) or with each Pell disbursement record (for the PGED180P fields tied to disbursement numbers 1-20).

Adjusting the Program Profile Code for a Pell actual disbursement record using a PGED180P file does not change the Program Profile Code assigned to other anticipated or actual disbursements on the record.

If you create Pell records using ISIR import, the Enrollment Status field on the origination record and anticipated disbursements is updated automatically with the default Enrollment Status value (if defined) for the Attended Campus ID in Pell School setup.

The new Program Attendance Begin Date and Enrollment Status Effective Date fields are optional for the 2017-2018 Award Year and are not required by or stored on the COD System. If you do not want to report these dates, leave the associated fields blank in EDEExpress.

## Pell Entry

The values from the Program Profile you select are used to update required data fields associated with each disbursement created for the Pell record, including CIP Code, Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year.

- **Add Pell Record Dialog Box Updated to Incorporate Program Profile Code and Program Attendance Begin Date Fields** – We updated the Add Pell Record dialog box (which is accessible by clicking **Record**, **Add** or the + sign on the toolbar from the Origination tab) to add the Program Profile Code as a required field and Program Attendance Begin Date as an optional field.

You are now required to provide a Program Profile Code when creating new Pell records in EDEExpress. The Program Profile Code must already exist in Program Profiles setup. In the Add Pell Record dialog box, you can click the ellipses (...) button next to the Program Profile Code field to view and select from a grid of available profiles established in setup.

- **Enrollment Status Updated to Required Field, Valid Values Revised** – We relocated the Enrollment Status field on the Origination (Pell Grant) tab to be outside of the “Enrollment Information – For School Use Only” section of the dialog box for clarity. The Enrollment Status value was optional in prior cycles, but is now required by EDEExpress to prepare Pell origination records for export to COD; it is also a required value on each individual disbursement record.

We also eliminated the Enrollment Status value of **5** (Other) from EDEExpress 2017-2018. Valid values are **1** (Full Time), **2** (Three Quarter Time), **3** (Half Time), and **4** (Less Than Half Time).

- **Enrollment Status Effective Date Added to Origination Tab, Multiple Entry** – We added the new Enrollment Status Effective Date field to the Origination tab and Pell Multiple Entry (**Process, Multiple Entry, Pell**). This field is optional and is not required by the COD System for Pell records for the 2017-2018 Award Year.
- **CIP Code Removed from Origination tab, Multiple Entry** – Due to the integration of the CIP Code field into Program Profiles setup, we removed the CIP Code field from the Origination tab and Pell Multiple Entry. When creating new Pell records, you must select a Program Profile Code that includes the appropriate CIP Code. To modify the CIP Code assigned to a Pell record, you must update the Program Profile Code on the Disburse (Pell Grant) tab to a different Program Profile Code that contains the appropriate CIP Code.
- **Disburse Tab Modified for Entry of Gainful Employment Fields** – We updated the Disburse tab to incorporate a new section above the entry grid for adding or modifying new Gainful Employment fields associated with each Pell disbursement record. The Gainful Employment section includes the required Program Profile Code and Enrollment Status fields and the optional Program Attendance Begin Date and Enrollment Status Effective Date fields.



To select a Program Profile for the disbursement, you can either enter the Program Profile Code or click the ellipsis (...) button next to it to view a list of available codes from Program Profile setup.

To add a new disbursement number that does not exist currently for the Pell record, verify or enter the values in the Gainful Employment section, click **Add**, complete the entry of the disbursement's information (such as the disbursement amount and date) in the grid, then save the record.

To modify Gainful Employment data associated with an existing disbursement, select the disbursement number, update the appropriate values in the Gainful Employment section, then click **Add**. The updated information is applied to the appropriate sequence number for the disbursement and the new values are displayed in the grid.

- **Program Profile Code, New Date Fields Added to Multiple Entry** – We updated Pell Multiple Entry to add the new Program Profile Code, Program Attendance Begin Date, and Enrollment Status Effective Date fields associated with Pell disbursements. If you select Program Profile Code or Program Attendance Begin Date for updates, all other disbursement-related fields in Pell Multiple Entry are selected automatically (although you are not required to modify every field selected).
- **Valid Date Ranges Revised for Payment Period Start Date and Enrollment Date** – To conform with regulatory requirements, we expanded the valid date range for the Payment Period Start Date and Enrollment Date fields in the Pell module. In prior cycles, EDEExpress prevented you from entering a date prior to January 1 of the applicable cycle year (e.g., January 1, 2016 for 2016-2017). For 2017-2018, both fields will allow a date between 10/1/2016 and 6/30/2018.
- **End-of-Entry Edit 1690 Expanded to Include Gainful Employment Disbursement Fields** – We expanded Pell end-of-entry edit 1690 to cover the new Gainful Employment fields associated with Pell disbursement records. End-of-entry edit 1690 prevents the addition of a new sequence number for a Pell actual disbursement if the adjusted values are identical to those of the current highest sequence number.

The Retrieve dialog box for Program Profile Code (accessible by clicking the ellipsis button) lists fields and values associated with the code, such as CIP Code. Using this function can help you more easily and quickly identify the appropriate Program Profile Code for the Pell record.

You must adjust at least one of the following Pell actual disbursement values before EDEExpress allows you to add a new sequence number: Amount Submitted, Disbursement Date, Enroll OPE ID, Enrollment Status, Enrollment Status Effective Date, Payment Period Start Date, Program Attendance Begin Date, CIP Code, CIP Code Year, Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, or Weeks Program Academic Year.

For each Pell disbursement, the Gainful Employment Records Report lists the disbursement's Published Program Length (including Units), Weeks Program Academic Year, Special Programs, Program Credential Level, Program Attendance Begin Date, CIP Code, CIP Code Year, Enrollment Status, and Enrollment Status Effective Date.

We also removed the deleted CIP Code field associated with the Origination tab from Pell Browse, Pell Query, and Pell File Formats setup. The CIP Code field associated with Pell disbursements is still available in these software areas, although the assigned value is now controlled via the Program Profile Code assigned to the record.

The Program Profile Code itself is an EDEExpress-only field and is not sent to the COD System. However, EDEExpress exports the field values associated with the Program Profile assigned to the loan record to the COD System in the COD Common Record (CRAA18IN).

## Pell Print, Browse, File Formats, and Query

- **Gainful Employment Records Report Added** – We added a new report called the Gainful Employment Record Report, which you can print from the Pell Print dialog box (**File, Print, Pell**). This report lists Gainful Employment field values associated with Pell anticipated and actual disbursements in your database. You can print this report for a single student or multiple students.

When printing for multiple students, you can select a Program Profile Code in the Print dialog box and limit the report to Pell records associated with that code. You can also sort report results by award ID, SSN, or last name.

- **Gainful Employment Fields Integrated into Origination Record Report and Other Pell Functionality** – We integrated the new Gainful Employment fields into other functions throughout the Pell module, including the following areas:
  - The Pell Origination Record report now displays current Gainful Employment values in the origination and disbursement sub-sections.
  - We updated Pell Browse (**Tools, Browse, Pell**) to add the new optional Enrollment Status Effective Date field to the Origination tab and other new Gainful Employment fields to the Disbursements tab.
  - We updated Pell Query (**Tools, Query, Pell**) to add Program Profile Code and new disbursement fields related to Gainful Employment.
  - We updated File Formats setup (**Tools, File Formats, Pell**) to add Program Profile Code and new disbursement fields related to Gainful Employment.

## Direct Loan

The following enhancements are available in the EDEExpress 2017-2018, Release 2.0 Direct Loan module:

### Direct Loan Import

- **Import Modifications Facilitate Gainful Employment Reporting** – As with the Pell and TEACH Grant modules, you are now required to provide a Program Profile Code when using the import process (**File, Import, Direct Loan**) to create or modify Direct Loan records in EDEExpress to help ensure you are providing the necessary Gainful Employment data. Note the following related enhancements:
  - The existing Program Profile Code field in the Direct Loan import dialog box for the Loan Data – ISIRs and Loan Data – Packaging import types is now required and must be updated to initiate an import. You can either type the Program Profile Code you want applied to the records you are importing, or you can click the ellipsis button (...) next to the field to select from codes you defined in Program Profiles setup.

- We added the new optional Program Attendance Begin Date field to the Import dialog box for the ISIR and Packaging import types. This date field reflects when the student began attending classes for the program covered by the Direct Loan.
- We removed the CIP Code field from the Direct Loan Import dialog box for all applicable import types. With the incorporation of the CIP Code field (and the new CIP Code Year field) into Program Profiles setup, you no longer need to add CIP Code information separately to Direct Loan records; the CIP Code fields on the records you create will be updated automatically with the values associated with the Program Profile Code.
- We revised the secondary dialog box that appears after you initiate an import of ISIR data to remove the CIP Code column and add the optional Program Attendance Begin Date as a column. You can use this dialog box to adjust values on individual records before they are imported to create new Direct Loan records.
- We updated the Direct Loan External Add (DIEA18OP) record layout to make the Program Profile Code a required field for new records and to remove the CIP Code field. We also added the optional Enrollment Status Effective Date and Program Attendance Begin Date fields to the layout.
- We updated the field change numbers available for the Direct Loan External Change (DIEC18OP) record layout to add numbers for the new Enrollment Status Effective Date (S027) and Program Attendance Begin Date (S028) fields and to remove the CIP Code field change number. You can use these new field numbers to adjust these optional date fields on individual actual disbursement numbers 1-20.
- **Gainful Employment, Enrollment Status Fields Added to PLUS Application Acknowledgment Import Type** – We updated the Import dialog box for the PLUS Application Acknowledgment (CRSP18OP) import type to add required Program Profile Code and Enrollment Status (labeled Default Enrollment Status) fields, as well as the new optional Enrollment Status Effective Date and Program Attendance Begin Date fields.

If you typically create multiple Direct Loan records by importing ISIR or Packaging data, and you prefer to adjust the Program Profile Code values on the records at a later point, consider creating a temporary “placeholder” Program Profile Code that you assign to records upon initial creation. You can adjust the Program Profile Code on the records to the appropriate value manually on the Disburse (Direct Loan) tab, using Direct Loan Multiple Entry, or by importing an external change file.

Although the new Enrollment Status Effective Date is optional for Direct Loan records, the Enrollment Status continues to be required for origination for all loan types. Valid values are **F** (Full Time), **Q** (Three Quarter Time), or **H** (Half Time).

## Direct Loan Entry

- **Add Loan Dialog Box Updated to Incorporate Program Profile Code, Other Gainful Employment Fields** – We updated the Add Pell Record dialog box (which is accessible by clicking **Record, Add** or the + sign on the toolbar from the Origination tab) to add the Program Profile Code and Enrollment Status as required fields and the Enrollment Status Effective Date and Program Attendance Begin Date as optional fields.

If the student already has one or more existing Direct Loan records in EDEExpress, the software pre-fills the Program Profile Code, Enrollment Status, Enrollment Status Effective Date, and Program Attendance Begin Date fields in the Add Loan dialog box with the values from the most applicable existing loan record based on origination status, most recent update date and time, and other criteria.

You are now required to provide a Program Profile Code when creating new Direct Loan records in EDEXpress. The Program Profile Code must already exist in Program Profiles setup. In the Add Loan dialog box, you can click the ellipses (...) button next to the Program Profile Code field to view and select from a grid of available profiles established in setup.

- **Fields Relocated from Origination Sub-Tab to Disburse Tab** – We removed fields from the Usage Limit Applies Info sub-tab of the Origination tab that are now controlled solely through Program Profiles, related to Gainful Employment requirements, or otherwise tied to specific reporting requirements for Direct Loan disbursements and relocated them to the Disburse tab. The fields removed from the sub-tab include Program Profile Code, Enrollment Status, CIP Code, Published Program Length (and Units), Program Credential Level, Special Programs, and Weeks Program Academic Year.

The Retrieve dialog box for Program Profile Code (accessible by clicking the ellipsis [...] button) lists fields and values associated with the code, such as CIP Code. Using this function can help you more easily and quickly review the Gainful Employment information being reported for the record.

Concurrently, we modified the top half of the Disburse tab to add fields for updating the required Program Profile Code and Enrollment Status fields, as well as the optional Enrollment Status Effective Date and Program Attendance Begin Date fields. The current Program Profile Code assigned to the record is displayed in a new Loan Information section above the Disburse tab grid, while the Enrollment Status and new date fields are displayed in a grouping adjacent to the Loan Information section.

We also added display-only columns for the Program Profile Code, Enrollment Status Effective Date, and Program Attendance Begin Date to the Disburse tab grid, enabling you to view the field values associated with each sequence number.

- **Disbursement Adjustment Process Updated to Include Gainful Employment Fields** – We updated the disbursement adjustment process to enable users to modify Gainful Employment information conveyed by the Program Profile and other new fields quickly and easily on the Disburse tab. Note the following related updates:
  - To select or modify the Program Profile for the disbursement, you can either enter the Program Profile Code or click the ellipsis (...) button next to it to view a list of available codes from Program Profile setup that you can select from.
  - You can add or modify the Enrollment Status Effective Date and Program Attendance Begin Date in the new fields provided above the grid.
  - If you need to manually adjust the Program Profile Code, Enrollment Status, or either of the new date fields for an actual disbursement on the Disburse tab, you should always modify and save the updates to these fields first, then enter other adjustments to the disbursement number if needed, such as the disbursement amount, disbursement date, and other field values. When you click the **Add Disbursement** button, the modified Program Profile Code, Enrollment Status, and date values you saved previously are added to the grid for the new sequence number.

Adjustments to the Program Profile Code and new date fields for an actual disbursement are also applied automatically to any remaining anticipated disbursements.

- **Date Fields, Program Profile Code Added to Multiple Entry for Disbursement Updates** – We updated Direct Loan Multiple Entry to add the new optional Program Attendance Begin Date and Enrollment Status Effective Date fields associated with Direct Loan disbursements. We also updated the existing Program Profile Code field in the Fields/Records Selection dialog box grid to modify the corresponding Disburse tab field.
- **End-of-Entry Edits 1220 and 3042 Expanded to Include Gainful Employment Disbursement Fields** – We expanded Direct Loan end-of-entry edits 1220 and 3042 to cover the new Gainful Employment fields associated with Direct Loan disbursement records.
  - End-of-entry edit 1220 prevents the addition of a new sequence number for a Direct Loan actual disbursement if the adjusted values are identical to those of the current highest sequence number.
  - End-of-entry edit 3042 prevents adjustments to Direct Loan disbursement values if the disbursement number's current status is not **A** (Accepted by COD) or **B** (Batched to send to COD).

If you select Program Profile Code or either new date field for updates, all other disbursement-related fields in Direct Loan Multiple Entry are selected automatically (although you are not required to modify every field selected) and will update the loan record similarly to an adjustment entered on the Disburse tab.

Refer to *Volume III, Section 4: Combination System Edits* of this technical reference for more information on Direct Loan, Pell, and TEACH Grant end-of-entry edits in EDEExpress 2017-2018.

## Direct Loan Print, Browse, File Format, and Query

- **Gainful Employment Records Report Added** – We added a new report called the Gainful Employment Record Report, which you can print from the Direct Loan Print dialog box (**File, Print, Direct Loan**). This report lists Gainful Employment field values associated with Direct Loan anticipated and actual disbursements in your database. You can print this report for a single student or multiple students and sort report results by last name, SSN, or loan ID.
- **Gainful Employment Fields Integrated into Origination Record Report and Other Direct Loan Functionality** – We integrated the new Gainful Employment fields into other functions throughout the Direct Loan module, including the following areas:
  - The Direct Loan Origination Record report now includes a separate page that provides Gainful Employment values associated with each disbursement record.
  - We updated Direct Loan Browse (**Tools, Browse, Direct Loan**) to add the new optional Enrollment Status Effective Date field to the Sub/Unsub, PLUS, and Grad PLUS tabs and other new Gainful Employment fields to the Disbursements tab.
  - We updated Direct Loan Query (**Tools, Query, Direct Loan**) to add Program Profile Code and other disbursement-level fields related to Gainful Employment for selection.
  - We updated File Formats setup (**Tools, File Formats, Direct Loan**) to add Program Profile Code and other disbursement-level fields related to Gainful Employment.

EDEExpress 2017-2018 also includes new Pell and TEACH Grant versions of the Gainful Employment Records report.

You can also create queries for the new Program Attendance Begin Date and Enrollment Status Effective Date fields associated with anticipated and actual disbursements.

### ***TEACH Grant***

See the *TEACH Grant Appendix* at the end of this document for information on enhancements to the TEACH Grant module in EDEExpress 2017-2018.



## Business Rules

The following issues may affect your combination system:

- 2017-2018 COD Message Class Options
- 2017-2018 Updates to Valid Date Ranges
- Direct Loan Fields Required for Origination
- Direct Loan Ancillary Services (for example, where to mail an MPN)
- Direct Loan MPN, PLUS Credit Decision, and Disclosure Statement

### 2017-2018 COD Message Class Options

The COD System provides various message class options for sending and receiving Common Record data to and from the COD System. The 2017-2018 Common Record Message class options include:

- Non-program-specific and non-award year-specific (COMRECIN and COMRECOP)
- Award year-specific and non-program-specific (Option selected by EDEExpress)
- Program-specific and non-award year-specific
- Award year-specific and program year-specific

EDEExpress 2017-2018 is using the award year-specific message class option for sending and receiving Common Record data for Pell, TEACH Grant, and Direct Loan. These message classes are:

2017-2018 Message Class	Data Description
CRAA18IN	COD Common Record data sent to the COD System from EDEExpress
CRAA18OP	COD Response from the COD System to EDEExpress
CRRC18OP	COD Receipt from the COD System to EDEExpress

The award year-specific message class option provides you the advantage of viewing the award year of the data within the Common Record file before importing the file into EDEExpress. EDEExpress is *not* using the options for program specific message classes.

In addition, the COD System sends all Web-generated and system-generated transactions, such as a Pell negative disbursement or a Direct Loan MPN response, to all schools in award year-specific message classes.

All message classes used by EDEExpress 2017-2018 are outlined for you in *Volume III, Section 2: Combination System Message Classes* of this technical reference.

All COD message classes are outlined in *Volume II, Section 2: COD Message Classes* of this technical reference.

## 2017-2018 Updates to Valid Date Ranges

Valid date ranges for Pell, TEACH Grant, and Direct Loan processing are updated for the 2017-2018 processing cycle. These updates affect EDEExpress edits and valid field content. Below is the listing of updated 2017-2018 date ranges.

Pell Grant	TEACH Grant	Direct Loan	Data Element	Date Range
✓			Enrollment Date	10/01/2016 to 06/30/2018
✓			Payment Period Start Date	10/01/2016 to 06/30/2018
✓			Disbursement Date	01/01/2017 to 09/30/2023  <b>Note: Although EDEExpress accepts any date on or after 01/01/2017, the valid 2017-2018 date range for Pell Grant disbursement records is from the date the 2017-2018 Pell schedules are posted on the IFAP Web site (<a href="http://ifap.ed.gov">ifap.ed.gov</a>) to 09/30/2023.</b>
		✓	Award Begin Date	06/30/2018 or earlier*
		✓	Award End Date	07/01/2017 or later*
		✓	Academic Year Start Date	06/30/2018 or earlier
		✓	Academic Year End Date	07/01/2017 or later
		✓	Disbursement Date	06/21/2014 to 12/28/2021
		✓	Date of Birth	01/01/1918 to 12/31/2009
	✓		Enrollment Date	01/01/2017 or later
	✓		Payment Period Start Date	01/01/2017 or later
	✓		Disbursement Date	01/01/2017 or later







\* **Important Note:** EDEExpress allows you to adjust the Loan Period Start Date or End Date associated with a loan to be after June 30, 2018 or before July 1, 2017, respectively, if the loan's Origination Status is **A** (Accepted by COD) or **B** (Batched to send to COD).



## Direct Loan Fields Required for Origination

Certain data must be present on a Direct Loan record before it can be originated in EDEExpress. Saving (but not originating) a loan record without all of these fields may be possible.

Field Name	Required for Origination of a PLUS	Required for Origination of a Grad PLUS	Required for Origination of a Sub/Unsub
Student's Last Name	✔, if borrower's First Name is blank	✔, if student's First Name is blank	✔, if student's First Name is blank
Student's First Name	✔, if borrower's Last Name is blank	✔, if student's Last Name is blank	✔, if student's Last Name is blank
Student's Permanent City		✔	✔
Student's Permanent State		✔	✔
Student's Permanent Zip Code		✔	✔
Student's Current SSN	✔	✔	✔
Original SSN	✔	✔	✔
Student's Date of Birth	✔	✔	✔
Student's Citizenship Status	✔	✔	
Dependency Status	✔	✔	✔
Student Eligibility Code	✔	✔	✔
CPS Transaction #	✔	✔	✔
School Code	✔	✔	✔
Loan Enroll OPE ID	✔	✔	✔
Loan ID	✔	✔	✔
Loan Amount Approved	✔	✔	✔
Disbursement Profile Code*	✔	✔	✔
College Grade Level	✔	✔	✔
Loan Period End Date	✔	✔	✔
Loan Period Start Date	✔	✔	✔
Academic Year End Date	✔	✔	✔
Academic Year Start Date	✔	✔	✔
Student's Loan Default/Grant Overpayment	✔		
Borrower's Loan Default/Grant Overpayment	✔	✔	✔
Borrower's Date of Birth	✔		
Borrower's Permanent State	✔		
Borrower's Current SSN	✔		
Borrower's Permanent City	✔		
Borrower's Permanent ZIP Code	✔		
Borrower's First Name	✔, if student's First Name is blank		
Borrower's Last Name	✔, if student's Last Name is blank		

Field Name	Required for Origination of a PLUS	Required for Origination of a Grad PLUS	Required for Origination of a Sub/Unsub
Borrower's Citizenship Status			
Program Profile Code**			
Enrollment Status			

**\* Note:** See “Importing Disbursement Profiles into EDEExpress” later in this guide for more information on how you can use disbursement profile codes to define the anticipated disbursement information required to originate loan records in EDEExpress.

**\*\* Note:** The Program Profile Code assigned to the loan record controls the current values reported to the COD System for the following fields: CIP Code, CIP Code Year, Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year. The Program Profile itself is an EDEExpress-only field and is not reported to the COD System.

### Direct Loan Ancillary Services

**Important Note!** Do not use MPN, MPN Manifest, and Disclosure Statement print functionality in EDEExpress 2017-2018. See the October 27, 2016 electronic announcement on the IFAP Web site for more information.

Borrowers of Direct Subsidized, Unsubsidized, PLUS, and Grad PLUS loans can complete a paper MPN or an electronic MPN at [StudentLoans.gov](http://StudentLoans.gov). If a borrower completes the electronic MPN, an MPN Response (CRPN18OP) is sent to the appropriate school. Borrowers can still complete a paper MPN, but you should no longer use EDEExpress to print MPNs or related documents. Paper MPNs (like those obtained from the FSAPubs Web site) can be completed by a borrower and then mailed directly to the COD System or returned to the school to forward to the COD System. The COD System must receive and accept the MPN before the loan is booked.

Hardcopy MPNs mailed to the COD System by the school must be accompanied by a paper manifest that lists the borrower's name and MPN Identification (ID) for each MPN in the shipment. The paper manifest also provides a certification to be signed by an official at the school.

For 2017-2018, schools continue to send batches of MPNs with paper shipping manifests to the following addresses:

- Regular Mail

US Department of Education  
P.O. Box 5692  
Montgomery, AL 36103-5692  
1-800-848-0978

- Overnight Delivery

US Department of Education  
100 Capitol Commerce Center Blvd.  
Suite 160  
Montgomery, AL 36117

MPNs for subsidized and unsubsidized loans, MPNs for PLUS loans, and MPNs for Grad PLUS loans must be batched separately and a separate paper manifest created for each. Each document can contain up to 100 notes. Additionally, separate documents (manifests) must be created for each Direct Loan school code.

After a batch of MPNs is received in the mailroom, the notes are manually inspected for missing or incorrect information. A generic checklist is used. If there are errors or information is missing, the checklist is marked in the appropriate blank describing the error that needs to be corrected. The checklist and MPN are returned to the school or borrower, whichever is appropriate. If a note is rejected, a new MPN must be printed with the corrected data and resubmitted to the COD System.

After an MPN is processed by the COD System, you receive an MPN Response that includes the MPN status and can be used to update EDEExpress.

### **Direct Loan MPN, PLUS Credit Requirements Met, and Disclosure Statement**

This section describes the EDEExpress processes regarding Direct Loan MPNs, as well as the PLUS Credit Requirements Met field and the disclosure statement.

The same Direct PLUS MPN form is used for both Grad PLUS and PLUS loans. You should ensure that you are using the most recent version of the Direct Loan PLUS MPN. When you select the report type to print, the following statements print in Section A:

Report Type	Printed Statement
MPN-PLUS	I am a Parent of a Dependent Undergraduate Student
MPN-Grad PLUS	I am a Graduate or Professional Student

### **Determining the MPN Status for Subsidized and Unsubsidized Loans When Using the Multi-Year MPN Feature**

For subsidized and unsubsidized loans processed using the multi-year feature, determining the MPN status is a two-step decision-making process within EDEExpress.

Since MPN manifest functionality is being discontinued in EDEExpress, do not use the MPN Manifest print option in EDEExpress 2017-2018.

More information on MPN processing can be found in *Volume II: Common Record Technical Reference*.

MPNs, MPN Manifests, credit status information, and disclosure statements for Grad PLUS loans are processed following the same rules and guidelines as PLUS loans for parent borrowers.

Refer to the Implementation Guide found in *Volume II: Common Record Technical Reference* for complete details regarding Direct Loan Master Promissory Notes.

First, EDEExpress checks for other existing originated subsidized or unsubsidized loans for the student. When another loan exists within EDEExpress for a student, EDEExpress reviews the MPN status of the existing loan.

IF...	THEN...
The MPN status of the existing loan indicates a valid MPN exists or assumes a valid MPN exists ( <b>A</b> , <b>P</b> , <b>S</b> , <b>M</b> , or <b>T</b> )	EDEExpress updates the MPN status of the originating loan to <b>T</b> , assumes a valid MPN exists
The MPN status of the existing loan indicates no valid MPN exists ( <b>R</b> , <b>N</b> , <b>I</b> , <b>E</b> , or <b>C</b> )	EDEExpress sets the MPN status of the originating loan to <b>R</b> , ready to print, and a new MPN can be printed

**EDEExpress MPN Statuses:** **N:** Not ready to print (Sub/Unsub only), **R:** Ready to print, **P:** Printed or request to print sent to COD, **S:** Signed & returned (available when current value is P), **M:** Manifested, **A:** MPN Accepted by COD, **X:** MPN Pending, **T:** Assumes MPN Exists (available when current value is **N**, **R**, **P**, **S**, or **M**), **I:** Inactive, **E:** Inactive/Endorser, **C:** Closed

When no other loans for a student exist within EDEExpress, EDEExpress reviews the ISIR Direct Loan MPN flags if ISIRs were imported into EDEExpress.

IF...	THEN...
The ISIR Direct Loan MPN flag indicates an active MPN at the COD System ( <b>A</b> )	EDEExpress updates the MPN of the originating loan to <b>T</b> , assumes a valid MPN exists
The ISIR Direct Loan MPN flag is blank or indicates no valid MPN ( <b>I</b> , <b>E</b> , <b>C</b> , <b>N</b> , or <b>U</b> )	EDEExpress sets the MPN status of the originating loan to <b>R</b> , ready to print, and a new MPN can be printed

**ISIR Direct Loan MPN Flag:** **A:** Active, **I:** Inactive, **E:** Inactive/Endorser, **C:** Closed, **N:** None or Unavailable, or **U:** Updated

## Determining the MPN Status for PLUS Loans When Using the Multi-Year MPN Feature

For PLUS and Grad PLUS loans processed using the multi-year feature, a school can set the MPN status to **T** either manually or through multiple entry in EDEExpress. The MPN status of **T** is used to indicate you assume an MPN is on file at the COD System for the borrower. When the MPN status is set to **T**, EDEExpress does not require the printing of an MPN for that PLUS or Grad PLUS loan. Importing the COD Response for an accepted PLUS or Grad PLUS loan updates EDEExpress with the MPN status on file at the COD System.

## Single-Year MPN Feature

The single-year feature is available to all schools and requires that a new MPN must be completed by a borrower for each academic year. All schools *not* eligible to process MPNs using the multi-year feature must use the single-year feature. Schools eligible for the multi-year feature can opt to process MPNs using the single-year feature. The school's processing feature is updated in EDEExpress setup and on the COD System Web site.

A single-year school must use an MPN generated at or for that school only. A single-year school can link multiple loans for the same academic year, for the same student, to the same MPN. The academic year start and academic year end dates must be the same on all loan records linked to a specific MPN.

An MPN link indicator for subsidized/unsubsidized/PLUS/Grad PLUS loans is found on the Response. If the loan record has been linked to an MPN at the COD System, the MPN link indicator contains a **Y**. Loan records not linked to an MPN on file at the COD System have an **N** in the MPN link indicator field.

## Determining the MPN Status When Using the Single-Year MPN Feature

When processing loans using the single-year feature, EDEExpress looks for other originated loans for the student with the same academic year within EDEExpress to determine the MPN status.

For schools implementing single-year functionality the ISIR Direct Loan MPN flag is not used in the process to determine if a new MPN should be printed since a previous year's MPN is not relevant.

IF...	THEN...
No other loans exist for this student within EDEExpress	EDEExpress sets the MPN status of the originating loan to <b>R</b> , ready to print and a new MPN can be printed
Another loan exists and the academic year start and end dates do <b>not</b> match the loan being originated	EDEExpress sets the MPN status of the originating loan to <b>R</b> , ready to print and a new MPN can be printed
Another loan exists and the academic year start and end dates match the loan being originated, EDEExpress reviews the MPN status of the existing loan:	
If the MPN status of the existing loan indicates a valid MPN exists or assumes a valid MPN exists ( <b>A</b> , <b>P</b> , <b>S</b> , <b>M</b> , or <b>T</b> )	EDEExpress updates the MPN status of the originating loan to <b>T</b> and assumes a valid MPN exists
If the MPN status of the existing loan indicates no valid MPN exists ( <b>R</b> , <b>N</b> , <b>I</b> , <b>E</b> , or <b>C</b> )	EDEExpress sets the MPN status of the originating loan to <b>R</b> , ready to print, and a new MPN can be printed

**N**: Not ready to print (sub/unsub only), **R**: Ready to print, **P**: Printed or request to print sent to COD, **S**: Signed & returned (available when current value is **P**), **M**: Manifested, **A**: MPN Accepted by COD, **X**: MPN Pending, **T**: Assumes MPN Exists (available when current value is **N**, **R**, **P**, **S**, or **M**), **I**: Inactive, **E**: Inactive/Endorser, **C**: Closed

## Single-Loan MPN Feature

The single-loan MPN is an MPN linked to a PLUS or Grad PLUS loan that is accepted with an eligible endorser who has an approved credit decision. After an endorser is associated with a PLUS or Grad PLUS loan, the MPN linked to that PLUS or Grad PLUS loan cannot be linked to any other loans even if the school uses the multi-year MPN feature. The MPN status for a single-loan MPN is determined by the COD System.

When a PLUS or Grad PLUS loan with an endorser is linked to an MPN, the COD System returns an MPN status of inactive on the Response. After the single-loan MPN is established, it becomes an inactive MPN and no other loans can be linked to that same MPN. In addition, all other pending or active PLUS MPNs for the borrower become inactive at the COD System. Future ISIRs display an MPN status of inactive and a new MPN must be completed if the borrower wants to borrow a subsequent PLUS loan.

### Importing the MPN Status from the COD System

Both the Common Record Response (CRAA18OP) and the MPN Response (CRPN18OP) can contain the MPN status determined by the COD System for a loan record. When the loan is accepted by the COD System, the COD System links the loan to an existing MPN, if possible.

Upon import of the Common Record Response (CRAA18OP), EDEXpress updates the MPN status of a loan record according to the following logic:

IF The COD System's MPN Status Imported is:	AND EDEXpress MPN Status is:	THEN EDEXpress Updates to:
A = Accepted MPN at the COD System	Any MPN status	A = Accepted by the COD System
R = No Valid MPN on File at COD	T = MPN Exists *	R = Ready to print
P = Pending MPN at the COD System	T = MPN Exists *	R = Ready to print
C = Closed MPN at the COD System	Any MPN status	C = Closed MPN
I = Inactive MPN at the COD System	Any MPN status	I = Inactive MPN
E = Inactive due to an Endorser at the COD System	Any MPN status	E = Inactive/Endorser MPN

\* **Note:** Upon import of a Common Record Response with a COD System MPN Status of **R** or **P**, the EDEXpress loan record's MPN status is updated to **R** *only* if the loan record's existing MPN Status is **T**. If the EDEXpress MPN Status is a value other than **T**, the record is not updated as a result of importing a Common Record Response with a COD System MPN Status of **R** or **P**.

Upon import of the MPN Response (CRPN18OP), EDEExpress updates the MPN status of a loan as follows:

IF The COD System's MPN Status Imported is:	AND EDEExpress MPN Status is:	THEN EDEExpress Updates to:
A = Accepted MPN at the COD System	Any MPN status	A = Accepted by the COD System
R = No Valid MPN on File at COD	M = Manifested * <i>or</i> T = MPN Exists *	R = Ready to print
P = Pending MPN at the COD System	M = Manifested *	X = Pending at the COD System
C = Closed MPN at the COD System	Any MPN status	C = Closed MPN
I = Inactive MPN at the COD System	Any MPN status	I = Inactive MPN
E = Inactive due to an Endorser at the COD System	Any MPN status	E = Inactive/Endorser MPN

**\* Note:** When importing an MPN Response with a COD System MPN Status of **R**, the EDEExpress loan record's MPN status is updated to **R** *only* if the loan record's existing MPN Status is **M** or **T**. When importing an MPN Response with a COD System MPN Status of **P**, the EDEExpress loan record's MPN status is updated to **X** *only* if the loan record's existing MPN Status is **M**.

## Valid MPN

An open MPN is valid for up to ten years from the date the MPN is received by the COD System if at least one actual disbursement is made within a year from the date the COD System received the MPN and the borrower has not closed the note.

If at least one actual disbursement is not made on any of the loans linked to an MPN within twelve months, the MPN becomes inactive in the COD System.

The MPN Expiration Date is returned in the Common Record Response file (CRAA18OP) or the MPN Response file (CRPN18OP) by the COD System. When the MPN Expiration Date exists in the imported response file, EDEExpress displays the date on the Direct Loan Origination tab in the MPN Information section of the Loan Info tab.

To close an MPN, a borrower must send a written request to the servicer or to the school. If the closed notification is received at the school, the school must forward the original documentation to the COD School Relations Center. Upon receipt of a written request, the COD System manually closes the MPN and sends a confirmation letter to the borrower. After an MPN has been closed, no new loans can be linked to it. Loans that are already linked to a closed MPN can continue to use that MPN for disbursement processing. A new MPN must be generated if new loans are to be originated. When a loan is processed by the COD System and all MPNs for the borrower on file at the COD System are closed, an MPN status of **R** (MPN not on file) is returned in the Response to the school.



The Credit Decision value is not taken into consideration by EDEExpress when determining if a PLUS or Grad PLUS borrower has met all credit-related requirements to receive actual disbursements. EDEExpress only checks to ensure the Credit Requirements Met value is **True**.

The Credit Requirements Met field helps you determine if a PLUS or Grad PLUS borrower has completed all necessary credit-related requirements to receive an actual disbursement; for borrowers with adverse credit check results, this includes either obtaining an approved endorser or appealing the decision successfully by documenting extenuating circumstances, as well as completing the PLUS Counseling process on StudentLoans.gov.

The Credit Requirements Met field is also provided in the Common Record Response (CRAA18OP), Web-Generated Response (CRWB18OP), and PLUS Application Acknowledgment (CRSP18OP).

### Generating Disclosure Statements

Refer to the Implementation Guide found in *Volume II: Common Record Technical Reference* for more information.

## PLUS Credit Requirements Met

You can perform a credit check for a PLUS loan for a parent borrower or a Grad PLUS borrower on the COD Web site. If the borrower passes the online credit check, you can enter a Credit Requirements Met value of **True** in EDEExpress on the Credit/PLUS App Info sub-tab of the Origination (Direct Loan) tab. You can also record the date you performed the credit check in the Credit Decision Date field.

When importing a Common Record Response (CRAA18OP) for a PLUS or Grad PLUS loan, the Credit Requirements Met value for the loan is updated in EDEExpress. A PLUS or Grad PLUS loan is not linked to an MPN until the borrower has a Credit Requirements Met value of True.

When a PLUS or Grad PLUS borrower fails a credit check and appeals the results by documenting extenuating circumstances or submitting an Endorser Addendum, a Credit Status Response (CRCS18OP) is generated by the COD System to indicate whether the borrower has met credit requirements, including the completion of PLUS counseling on the StudentLoans.gov Web site.

Valid values for the Credit Requirements Met field are **True** or blank (False). You should monitor the Credit Requirements Met (in combination with other field values displayed on the Credit/PLUS App Info sub-tab) to determine if and when the borrower has completed all necessary steps to receive actual loan disbursements for the PLUS or Grad PLUS loan.

In EDEExpress 2017-2018, a PLUS or Grad PLUS loan must have a Credit Requirements Met value of True to be eligible for actual disbursements.

When the COD System sets the Credit Requirements Met value to True, it attempts to link the PLUS or Grad PLUS loan to an MPN. If the loan is linked to an MPN, an MPN Response (CRPN18OP) is generated to communicate the updated MPN status. Upon importing the MPN Response file, EDEExpress updates the MPN status for the PLUS or Grad PLUS loan.

## Generating Disclosure Statements

Disclosure Statements are required for all loan types (subsidized, unsubsidized, PLUS, and Grad PLUS loans) and can be printed by the COD System or a school.

EDEExpress provides the capability to print Disclosure Statements for subsidized, unsubsidized, PLUS, and Grad PLUS loans. When the school prints a Disclosure Statement, the disclosure statement print indicator value of **o** = Onsite (school prints) within EDEExpress is translated to a disclosure statement print code of **s** (school prints and sends to borrower) in the Common Record export file that you send to the COD System.



## System Options

To help you decide how best to incorporate EDEExpress, consider the following questions.

<b>Grant and Loan Volume</b>	How large is the grant and loan volume at your school?
<b>Available Resources</b>	How much of the following resources are available: staff, data processing resources, equipment, and money?
<b>Existing Systems</b>	What existing systems are in place and how easy are they to integrate?
<b>Time Constraints</b>	Is there enough time available to develop a system?
<b>Campus Communications</b>	Are there existing means of communication between offices involved in the Direct Loan Program or the Federal Grants Programs? (These offices could include financial aid and bursars.)

ED gives you maximum flexibility in fashioning a system solution that best meets your school's needs. As a combination school, you should consider the following options.

### *EDEExpress for Windows*

EDEExpress is a comprehensive financial aid management system provided at no cost by ED.

The system is student-based and enables you to process federal application data, including loading and printing Institutional Student Information Records (ISIRs) received electronically from the CPS ISIR Datamart and viewing and correcting individual ISIRs through FAA Access to CPS Online.

It also computes student award packages, maintains funds, tracks file documents, generates reports, establishes Pell, TEACH Grant, and Direct Loan origination records, prints MPNs, and manages and reports Pell, TEACH Grant, and Direct Loan disbursement data.

EDEExpress supports all the necessary tasks required to participate in the Pell Grant and Direct Loan programs, as well as the TEACH Grant Program established by the CCRAA. Schools using this software can refer to the Desk References and or the EDEExpress Help system for assistance.

The EDEExpress software and its associated user documentation are available for download from [fsadownload.ed.gov](https://fsadownload.ed.gov).

## ***Combination EDEExpress/Custom System***

You can use any of the processing functions provided by EDEExpress in conjunction with external systems or software from another vendor.

EDEExpress enables you to import data captured in other on-campus systems (for example, a financial aid packaging system). You can also export data needed by other on-campus systems (such as the school's business office) from the EDEExpress database.

## ***Interface with Other Software Systems on Campus***

Your other school computer systems used for registration or accounting are potential providers of data to EDEExpress. EDEExpress is designed to import data captured in other systems and reformatted according to specifications provided in this technical reference. Likewise, data in EDEExpress can be exported for use in other on-campus systems.

## ***Benefits to Using EDEExpress***

If you currently use another system for Pell, TEACH Grant, and Direct Loan processing, consider that EDEExpress 2017-2018:

- Is fully XML-compliant, allowing you to exchange data with the COD System
- Automatically translates flat files you import from your mainframe or third-party software and creates export files you can transmit to the COD System
- Can automatically convert XML records from the COD System to flat ASCII format, which you can then export for import into your mainframe or another system on campus
- Offers a powerful, structured query language (SQL)-based query function for extracting data
- Offers a user-friendly Windows interface
- Is proven to work well in combination with mainframe systems
- Is backed by expert technical support

## ***PC Requirements for EDEExpress***

For PC requirements, see the Installation Guide for EDEExpress (year specific), available on [fsadownload.ed.gov](http://fsadownload.ed.gov), or contact CPS/SAIG Technical Support at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov) or

- (800) 330-5947
- (800) 511-5806 (TDD/TTY)

## The Basic Process for Combination Systems

As you review your processing methods and current use of EDEExpress, or if you are considering using EDEExpress, ask these questions:

- What is the source of my data?
- How will I synchronize updates to the data between EDEExpress and the mainframe or my other financial aid management software?
- How will I synchronize updates to the data my office shares with other offices on campus?

Every combination school's processing environment is unique. As a simple example, the steps for processing Pell, TEACH Grant, and Direct Loan records with EDEExpress and the COD System in a combination system environment could be similar to these:

1. In EDEExpress, import an ASCII file of records from the mainframe using the Import External Add function.
2. Update records in EDEExpress by importing an ASCII file from the mainframe using the Import External Change function.
3. For Direct Loan, create or verify MPNs if needed. These MPN statuses can come from the External Add or Change files.
4. Export the information from EDEExpress (data is automatically translated to XML format) to the COD System for origination through the Student Aid Internet Gateway (SAIG).
5. Receive Common Records Receipts and Responses from the COD System through the SAIG.

For Common Record Responses processed by the COD System and received through the SAIG mailbox, schools can receive a Full or Standard Response. However, EDEExpress always requests and receives Full Responses from the COD System. A Full Response contains all the original tags sent by the school and the rejected data elements and reason codes. A Standard Response contains only the rejected data elements and reason codes.

The request that EDEExpress sends in the Common Record for a Full Response overrides the school's option set on the COD System's Web site. For example: If you set your school option to receive Standard Response and you send your data to the COD System using EDEExpress, the COD System returns a Full Response.

6. Import the Receipts and Responses into EDEExpress.
7. If the originations and MPNs were submitted successfully and accepted, disburse funds to the students.

The COD System sends one Response document for each Common Record document submitted.

### Web-Generated Responses

All Web-generated Responses are Full Responses.

### Records, Layouts, and Processes

For further information, see *Volume II: Common Record Technical Reference*.

The Pell External Import Change process and the TEACH Grant External Import Change process only require those fields that are to be modified and a few key fields to be imported into EDEExpress. Any fields not modified are to be submitted as filler. The External Add/Change Record Layout allows filler in any non-modified field. For more information, refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

8. Use the Query function in EDEExpress to extract student information from the records and print the information to a file for the bursar's office.
9. Export the updated records to an ASCII file from EDEExpress using the Export External function.
10. Load the file of updated records to your mainframe or third-party software.
11. Make corrections to the student records as needed.

# Common Record Documents

## Documents

The origination and disbursement process begins when a participant in the COD System submits a Common Record to the COD System. For the 2017-2018 Award Year, the Common Record is submitted in one of two ways:

- Document submission
- Online submission using the COD System's Web site

EDEXpress, in combination with EDconnect and the SAIG, enables users to participate in the COD System using the document submission process.

## Common Record Document Submission

All Common Record documents are submitted to the COD System's SAIG mailbox. The Enterprise Application Integration Bus (EAI Bus) performs periodic data pickups from the COD System's SAIG mailbox and transmits the Common Record data to the COD System.

EDEXpress continues to export Pell, TEACH Grant, and Direct Loan files with document headers and trailers. The document header contains a Document ID that is unique to the export document.

## The Document Integrity Rule

EDEXpress requires document integrity. As a result, the COD System returns a corresponding response document for every Pell, TEACH Grant, or Direct Loan record submitted in a single document by the school. If a school submits a document with 1,000 Pell records, the COD System returns a response corresponding to only those 1,000 records. The response file always contains the same document ID originally submitted by the school.

## Tracking Document IDs

Schools should track document IDs on their systems. The EDEXpress software provides document-level tracking capability through the Browse function located within the Tools menu option. You can track submissions to the COD System with the Document Activity grid through this system option. Submissions to the COD System can have Pell-only, TEACH-only, DL-only or any combination of Pell, TEACH and DL data.

All document IDs transmitted to the COD System using EDEXpress have the same format. The format is CCYY-MM-DDTHH:mm:ss.ff9999999.

Document submission is the option for EDEXpress users.

## Online Submission

For questions regarding online submissions using the COD System's Web site, refer to *Volume II: Common Record Technical Reference* of this technical reference.

## Transmitting to SAIG

For more information regarding transmitting to SAIG, see the SAIG Host Communication Guide on [fsdownload.ed.gov](http://fsdownload.ed.gov).

The first segment of the document ID identifies the date the document was exported from EDEExpress. The date is represented in `CCYY-MM-DD` format.

`CC` = Century

`YY` = Year

`MM` = Month

`DD` = Day

Next in the document ID is a `T` as a date/time separator followed by the document time identifying when the document was exported from EDEExpress. The time is represented in a `HH:mm:ss.ff` format.

`HH` = Hour

`mm` = Minutes

`ss` = Seconds

`ff` = Hundredths of a second

The manifest document ID is also tracked in the Document Activity Grid but it uses the Reporting Entity ID, not the Source Entity ID.

The characters that follow reflect the school's assigned eight-digit Source Entity ID from the COD System setup. The Source Entity ID is randomly generated and assigned to schools by the COD System.

### ***Combination System Message Classes***

*Volume III, Section 2: Combination System Message Classes*, of this technical reference provides the 2017-2018 Pell, TEACH Grant, and Direct Loan EDEExpress message classes.

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## Combination System Record Layouts

Interfacing your school's system with EDEExpress reduces the effort of preparing data by importing student data from your existing systems into EDEExpress. You can also take advantage of the built-in edits in EDEExpress to ensure that your records contain valid data. After processing Pell, TEACH Grant, or Direct Loan records with EDEExpress, you can create a customized export file to share the data with your school's other systems.

*Volume III, Section 3: Combination System Record Layouts* of this technical reference contains the record layouts that enable you to use EDEExpress in combination with your school's software to process Pell Grant, TEACH Grant, and Direct Loan data.

### Imports

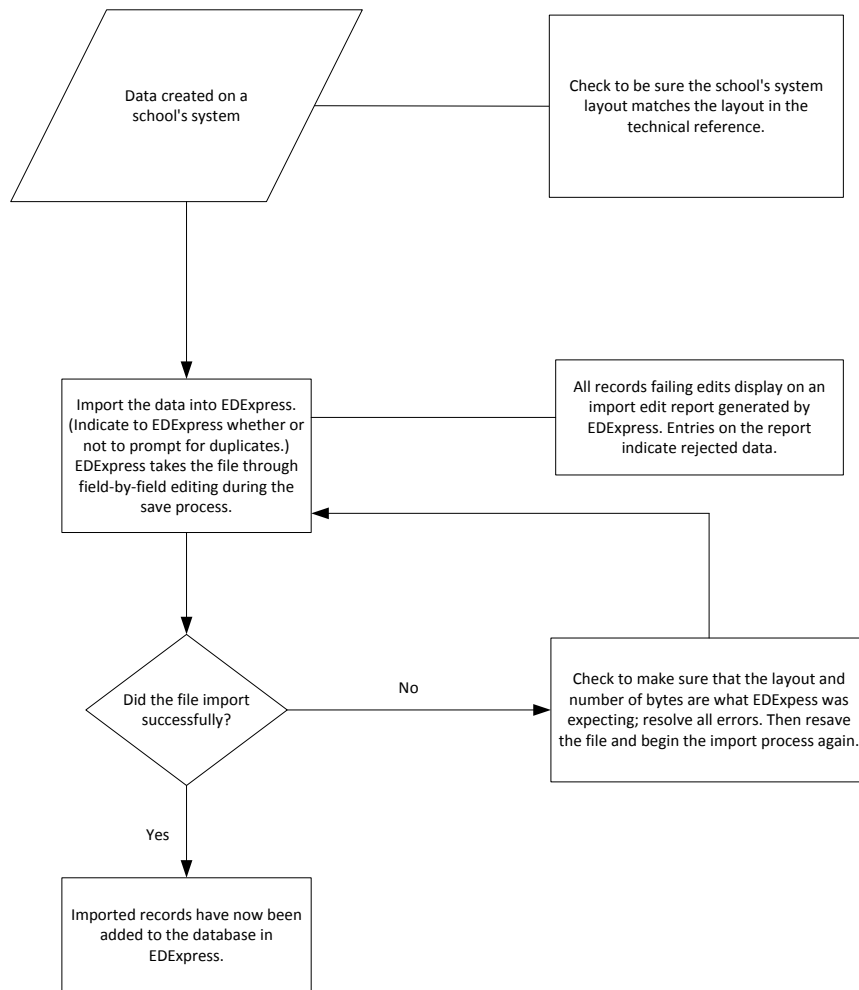
The import process enables you to quickly add and update both origination and disbursement records using a combination of EDEExpress and your school's system or third-party software. Remember, to import data from another system to EDEExpress, you must format the data according to the record layouts in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

EDEExpress receives data from external systems without a header and trailer record but does require ASCII format, with the end of each record marked with carriage return/line feed characters (ASCII 13 and 10). After the last record there is no end of file marker (EOF), only the final carriage return/line feed marker.

The figure on the next page shows the External Import process.

If the file is incorrectly formatted without the carriage return/line feed, the import fails and the following error message displays: *Invalid Record Length*. You are given the record size of the import file.

## External Import





## Import External Add or External Change Records

The basic steps for importing external data into EDEExpress are:

1. Select **File, Import** from the menu bar.
2. Click the tab of the module you want to use: Pell, TEACH, or Direct Loan.
3. Click the **down arrow** on the Import Type box to display a list of file types to import.
4. Select the file type.

For Pell, choose **Origination Data – External** or **Disbursement Data – External**.

For Direct Loan, choose **Loan Data – External Add** or **Loan Data – External Change**.

For TEACH Grant, choose **External TEACH Grant Data**

5. Confirm that the default file name and data directory you established in Setup appear in the Import From box.

Or, if you want to import from a different file name, click the **File** button to locate and name the file, then click **OK**. EDEExpress enters the file name in the box automatically.

6. Click **Printer, File**, or **Screen** as the report output destination.

If you want to send the report to a file, click the **File** button to locate and name the file, then click **OK**. EDEExpress enters the file name in the box automatically. Remember that if you print to a file, no hard copy is printed on your printer. To print a hard copy, you need to either open the printed file and print *or* reimport the file and select **Printer** as your output destination.

7. Select the checkbox at the Prompt for Duplicates option if you want EDEExpress to display the IDs for records that are duplicates of those already in your database. If you are importing external change records for Direct Loan, skip this step.
8. Click **OK** to import the file and send the report to the destination you chose. The Database Load Statistics dialog box appears.
9. Click **OK** to close the Database Load Statistics dialog box. If you chose screen as your output destination, use the scroll bars to view and click **OK** when you are finished.
10. Review the results. If errors occurred, correct them in your import file, resave the file, and import the file again.

## Prompt for Duplicates

If you want to be warned when EDEExpress encounters a record in the database with the same ID as a record being imported, select the Prompt for Duplicates checkbox in the Import dialog box.

If you do not select the Prompt for Duplicates checkbox, EDEExpress automatically skips duplicate records.

With the prompt for duplicates option selected, EDEExpress prompts you for the following actions when it encounters a duplicate record:

- **Skip?** This option skips the current record and the import process advances to read the next record in the file. No updates are made to the current record.
- **Skip All?** This option skips the current record and all other duplicates without notification. No updates are made to any of the duplicate records that are found. EDEExpress does not prompt you when it finds duplicates during the process
- **Update?** This option prompts you to update the current record and continues processing with the next record. The update option processes the current record, then advances to the next record and prompts you again when another duplicate record is found.
- **Update All?** This option updates the current record and all other duplicate records throughout the process without warning you of duplicate records found.

### Import Edits for Valid Values

As the import progresses, all records are passed through field-by-field edits. EDEExpress checks each field for valid content. If any field fails an edit, the record is rejected. The fields causing the rejection and appropriate invalid value messages are displayed on the Import Edit report.

All records that successfully pass the valid values edits are saved in the EDEExpress database.

### End-of-Entry Edits

During the External Import process, EDEExpress passes the data through end-of-entry edits. If an edit is hit, an error message appears on the Import Edit report at the end of the process. You can also see “Invalid Value” errors on this same edit report. If this type of error appears, go to the data element in the record layout and refer to the valid values column for help in resolving the error.

### Correcting Errors

Invalid or missing data must be updated on the external system. You must then recreate the External Add or Change record and reimport it into EDEExpress.

If you are importing only to add previously rejected records, you can reuse the original import file after updating the rejected records. You do not need to remove the previously accepted records from the import file. EDEExpress skips these records unless you select the prompt for duplicates checkbox to choose a different action.

As with the original import, the corrected records run through the edits again. If they pass all edits, EDEExpress saves them in the database. The correction and reimport process can be repeated until all errors are resolved.

The import processes for TEACH Grant external data and Pell external data only require those fields that are to be modified and a few key fields to be imported into EDEExpress. Any fields not modified are to be submitted as filler. The External Add Record Layout allows filler in any non-modified field. Refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

## Import Edit Report

An Import Edit report is created for each file of imported records. This report identifies rejected records and provides statistics on the number of records added in the database.

## Pell External Imports

This section contains information on processing Pell awards using EDEExpress in combination with your school's system.

After you enter your Reporting and Attended Entity IDs and your Reporting and Attended Pell ID in EDEExpress, you can import external origination or external disbursement files from another system. Records can be set to Ready to Batch when you import these external files.

Changes to a Pell Grant origination record use the same record layout as adding an origination record and apply to the entire award period.

## External Origination Add/Change Record

The Pell Grant External Origination Add/Change record layout designates the data elements that are required for the origination record type. External automated systems use this layout to add and change origination award records in your EDEExpress database. The detail of each record is based on a set of predefined field elements. Create the file using the PGEO18OP message class so that it can be located more easily for import into EDEExpress.

**Reminder:** To address Gainful Employment data reporting requirements, you are now required to provide a Program Profile Code and Enrollment Status when creating new Pell records in EDEExpress using a Pell External Origination Add file.

## External Disbursement Add/Change Record

The Pell Grant External Disbursement Add/Change record layout designates the data elements that are required for the disbursement record type. External automated systems use this layout to add and change disbursement records in your EDEExpress database. The detail of each record is based on a set of predefined field elements. Create the file using the PGED18OP message class so that it can be imported into EDEExpress.

## Include Records in Next Document Submission

If you select "Include Records in Next Document Submission?" in the Import dialog box, EDEExpress applies end-of-entry edits to the origination records. They are reviewed for the integrity of their content before they are saved in the Pell database. The origination status of all records that meet the conditions of all required edits is then set to R (Ready to export).

Records that contain inadequate information are rejected and the import report displays the details of the failed edit condition. Users are not able to set the record to an R status until the record is changed to conform to edit specifications.

If you do not select Include Records in Next Document Submission?, you must use the multiple entry feature in EDEExpress or set the origination records to R (Ready) one at a time. See the online Help in EDEExpress for information on multiple entry.

You can import PGEO18OP files with records with a blank Enrollment Status; however, the origination records created will not be set to an R (Ready) status, even if you select "Include Records in Next Document Submission?" in the Import dialog box, until you update the Enrollment Status to a non-blank value.

Disbursement records that successfully pass valid field content edits are systematically added in the Pell database at the R status.

## Resolving Edits

To resolve field-by-field edits or data element edits, refer to the valid values column in the record layout and the End-of-Entry Edits table at the end of this section.

## Import Edit Report

The Import Edit report statistics indicate the number of records added, read, updated, rejected, or skipped.

At the completion of the import process, an Import Edit report is generated. The Import Edit report gives record level detail as well as summary information for the outcome of the import file. The following statuses are printed in summary at the end of the report:

Row Heading	Description	Status
Records Added	Total of first time records added	A
Records Read	Total of all records read	N/A
Records Updated	Total of records changed	U
Records Rejected	Total of records with errors	E
Records Skipped	Total of records disregarded	S

## TEACH Grant External Imports

See the *TEACH Grant Appendix* at the end of this section.

## Direct Loan External Imports

In the COD System process, the award ID is the loan ID.

This section contains information on importing and processing Direct Loans using EDEExpress in combination with your school's system.

## External Import Add

See the External Import Add record layout in *Volume III, Section 3: Combination System Record Layouts* of this technical reference for layout and file creation specifications.

When importing new records into the Direct Loan database in EDEExpress, you must create a file of borrower records according to a standard file layout. Create the file using the `DIEA180P` message class so that it can be located more easily for import into EDEExpress.

If the record passes reject editing and a loan ID is not specified in the import file, the loan record is added in the EDEExpress database and a 21-digit loan ID is assigned. The loan ID is important to systems interfacing with EDEExpress, because it is needed when making changes to existing records.

When a loan record is imported, EDEExpress searches for records with an identical student SSN, loan type, program year, and Direct Loan school code. If there is no match, EDEExpress assigns 001 as the loan sequence number.

### **More about the Loan Data Add File Layout**

Certain borrower information is required before you can save a loan record. This information includes data about the borrower such as the name, date of birth, and Student Eligibility Code. In addition, it includes information specific to the loan, such as the loan amount approved, loan period start and end dates, and assumed MPN status. When creating the import file, refer to and adhere to the column marked “Required Field to Save Record” in the External Import Loan Origination Add file (DIEA) record layout.

EDEExpress automatically performs the origination process for all records containing all of the required origination fields. This step is performed during the import process for all records with a loan origination status of **N** (Not ready to send to COD). For more information on origination record data that must be entered in EDEExpress to perform the origination process for a given loan type, see the *Direct Loan Fields Required for Origination* table earlier in this section.

If your school chooses to fill field #1 with a pre-assigned loan ID, you can assign any loan sequence number (001 to 999). However, we strongly recommend that you start the loan sequence number creation with 001 and do not start with 101.

### **150% Direct Subsidized Loan Limit and Gainful Employment Fields**

EDEExpress includes multiple Direct Loan fields that address data reporting requirements for disbursements that are related to Gainful Employment and the 150% Direct Subsidized loan limits. These fields include (but are not limited to) the Subsidized Usage Limit Applies, CIP Code, Payment Period Start Date, and Enrollment Status.

Values for some of these fields are added to loan records automatically by selecting a specific setup profile, such as a Disbursement Profile Code or Program Profile Code. Other values, such as the Enrollment Status or the new, optional Enrollment Status Effective Date and Program Attendance Begin Date fields, must be added or updated individually.

When building Direct Loan external add files, note the following tips to help ensure you are providing all required disbursement data elements:

- If you leave the Subsidized Usage Limit Applies value blank in your external import add file, EDEExpress sets the field value on the loan record to **No** (Subsidized Usage Limit Does Not Apply) automatically.
- If you include a disbursement profile code in your external import file, EDEExpress adds the payment period start date values you associated with each disbursement date in Disbursement setup on the anticipated disbursements created on the Disburse tab as a result of the import. If you do not include a disbursement profile code in an external add file, you must provide a payment period start date value for each anticipated disbursement in a subsequent update using manual entry, Direct Loan Multiple Entry, or an external change import file

Each Program Profile Code defines a unique set of values for the following disbursement-specific fields: CIP Code, CIP Code Year (optional), Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year.

- You are now required to provide a valid Program Profile Code value for each loan record you create using an external import file. EDEExpress uses the Program Profile Code assigned to the loan record to update required disbursement fields using the values you defined for the fields in Program Profile setup.
- When importing external data, EDEExpress uses the Enrollment Status field value in your file to update the corresponding field on the Disburse tab and each anticipated disbursement record in the Disburse tab grid.

## External Import Change

This type of import enables you to submit changes from your school's systems to the EDEExpress Direct Loan database. To do this, as with originations, you must create a file of borrower records according to a standard file layout. Use the External Import Change record layout and the table of Loan Origination Import Change Field Numbers to create your change record. These can be found in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

Create the file using the `DIEC180P` message class so that it can be imported into EDEExpress.

Each record must contain the borrower's loan ID, the field number of the field to be updated, and the updated value.

To import most efficiently, you should import the records in Social Security Number order, and the fields to be updated within each change record should appear in numerical order. For example, if you are changing fields `S013` (borrower's telephone number) and `S101` (student's local address city), field `S013` should appear first in the change record, followed by field `S101`.

Each change record contains space for up to 10 data element changes. Multiple change records can be imported for a loan ID if more than 10 changes are required. When additional change records are included in the file for the same loan ID, the Sequence Number (position 22 to 26) must be incremented by one for each record.

To update the value for any of the following fields associated with an actual disbursement, you must modify the Program Profile Code (field change number `S023`) associated with the disbursement to a code with the correct combination of values: CIP Code, CIP Code Year (optional), Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year. These fields no longer have unique change numbers that can be used in an External Import change file.

### Formatting Corrected Values

Corrected values must be left-justified within the 50-byte change value field. Numeric fields are left-justified and blank-filled up to the maximum number of positions for that field. For example, when correcting a five-byte numeric field to a value of “900,” the correction record would display 00900 with 45 blank spaces.

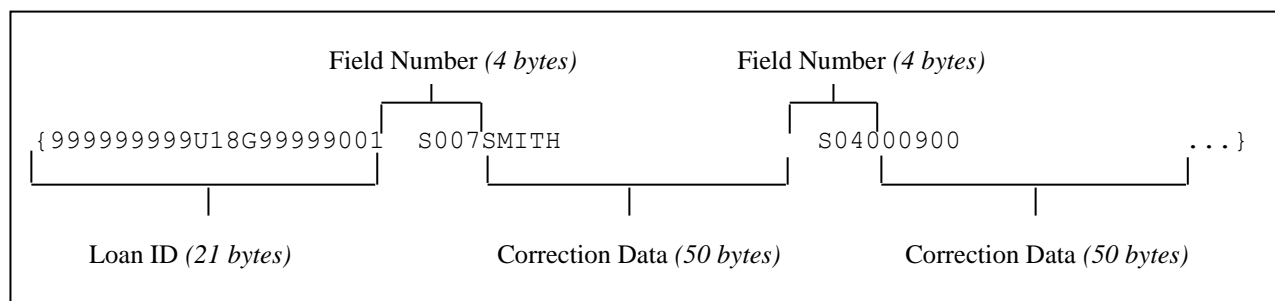
### Example

Two changes are submitted to a loan record whose ID is

999999999U18G99999001:

- A change in the borrower’s last name to SMITH, and
- A change in the first anticipated disbursement gross amount to \$900.

The following would be the contents of the change record excluding the create time, document number, and User ID fields at the end of the record:



### Importing Actual Disbursement Data into EDEExpress

You can create a change record to import actual disbursement data from an external institutional system into EDEExpress. To do this, use the External Import Change record layout (DIEC18OP) in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

A change record may include the following disbursement change fields:

Field	Change Field Number
Disbursement Number	D003
Disbursement Date	D004
Net Adjustment Amount?	D006
Action Date	D009
Action Amount (Actual Disbursement)	D007
Payment Period Start Date	D008
Enroll OPE ID	D010
Program Profile Code	S023
Enrollment Status	S020
Enrollment Status Effective Date	S027
Program Attendance Begin Date	S028

See “Enhancements and Changes to EDEExpress 2017-2018” earlier in this section for more information on the expanded use of the Program Profile Code and new Gainful Employment reporting requirements for disbursements.



For the initial actual disbursement (sequence #01), you only need to provide the Disbursement Number (D003); the remaining data (with the exception of Net Adjustment Amount, which only applies to actual disbursement adjustments) is pulled from the anticipated disbursement record unless you include modified values for those fields.

The Enrollment Status Effective Date and Program Attendance Begin Date are not yet required by the COD System, and will not be stored or processed at this time if sent as part of the Common Record.

The gross, fee, interest rebate, and net amounts, and Enroll OPE ID, Enrollment Status, Payment Period Start Date, Enrollment Status Effective Date, and Program Attendance Begin Date changes are sent to the COD System for all anticipated and actual disbursements. Field values associated with the Program Profile Code assigned to the loan record are also sent to the COD System.

Disbursement records can be recorded in EDEExpress by entering either actual gross or net amounts. EDEExpress calculates the other amounts. You indicate whether disbursements are entered using the gross amount or net amount in COD School setup, Direct Loan. After a disbursement is entered into EDEExpress using a disbursement gross amount or a disbursement net amount, all disbursement records for that loan must be entered using the same method.

The Action Date (change field number D009) is an optional field that can indicate the date the disbursement adjustments you are making were made at your school or another critical date you want to track internally as part of each disbursement. The Action Date value is not sent to the COD System.

EDEExpress allows you to adjust any financial or non-financial data element associated with an actual disbursement in the same disbursement sequence number. When you provide an actual disbursement adjustment using an external change file, you are only required to provide the Loan ID, the new sequence number, values for the disbursement number (change field number D003) and the change field numbers and values associated with the actual disbursement data elements you are adjusting. You can also include an Action Date (change field number D009) value, although it is not required or sent to the COD System.

You can also adjust the Payment Period Start Date (change field number D008) or Enroll OPE ID (change field number D010) in the same sequence number as other actual disbursement data elements.

For example, if you are adding a new sequence number to adjust the disbursement amount and disbursement date associated with disbursement #1, you would include the following change field numbers in your external change file (after the Loan ID and new sequence number):

- D003 (Disbursement Number)
- D004 (Disbursement Date)
- D007 (Action Amount)
- (Optional) D006 (Net Adjustment Amount?)

If you set the value for the "Net Adjustment Amount?" (change field number D006) field to **Y** in your change record, EDEExpress interprets the positive or negative value provided in the Action Amount field (change field number D007) as the amount of the adjustment to the net disbursement amount of the previous sequence number.

When you add or adjust a disbursement, EDEExpress pulls the latest Program Profile Code, Enrollment Status, Enrollment Status Effective Date, and Program Attendance Date from the Disburse tab for the new actual disbursement sequence number. If you include a new value for these fields in your external change file, EDEExpress updates the values on all anticipated disbursements, as well as including the new value in the disbursement sequence number created for the actual disbursement you are adjusting.

### Sequence of Disbursement Records

Disbursement records should occur in the file grouped by loan ID. The records must be sorted within loan ID by disbursement number and disbursement sequence number using the previous disbursement sequence number for disbursement sequence numbers 66 to 90 (adjustments to disbursements created on the COD System Web site).

For example, a loan has one actual disbursement and two adjustments. The table below demonstrates the appropriate sort order for these disbursement transactions.

	Disb Number	Disb Date	Disb Sequence Number	Previous Disb Sequence Number	Action Date
Disbursement	01	09/12/2017	01		
First Adjusted Disbursement Amount	01	09/12/2017	66	01	09/15/2017
Second Adjusted Disbursement Date	01	09/13/2017	02	66	10/03/2017

### Inactive Loan Process (Adjustments to Zero)

Individual disbursements and the loan amount approved can be adjusted to zero. This process provides you the flexibility to increase the loan by simply recording and sending the COD System an upward adjustment if the loan or disbursement is to be reactivated after being adjusted to zero.

When you select the inactive flag in EDEExpress, a dialog box appears with two options.

Option 1 Select the loan as inactive so it no longer appears on reports.	Loan Amount Approved – not adjusted Anticipated Disbursement – not adjusted
Option 2 Select the loan as inactive so it no longer appears on reports and generates necessary change records to be exported to the COD System.	Loan Amount Approved – adjusted to zero Anticipated Disbursement – adjusts ALL anticipated disbursements to zero

If the sum of actual disbursements is changed to \$0, EDEExpress displays a message suggesting that you may also want to change the loan amount approved to \$0.

The following scenarios demonstrate this process:

#### Scenario A

School A needs to cancel an entire loan and no actual disbursements have been made.

1. Reduce the loan amount approved to \$0 or select the loan as inactive and select the option to reduce the loan amount approved to \$0.
2. Save the record.
3. Export a Common Record that contains the change to the loan amount approved and all anticipated disbursements to the COD System.

The save process within EDEExpress automatically reduces each anticipated disbursement to \$0.

If you later decide to reactivate this loan:

4. Increase the loan amount approved to the appropriate amount, which automatically resets the inactive flag.
5. EDEExpress automatically recalculates the anticipated disbursements.
6. Export a Common Record that contains the change to the loan amount approved and all anticipated disbursements to the COD System.

### **Scenario B**

School B wants to cancel an entire loan, but actual disbursements have been made.

1. Adjust all actual disbursements to \$0 and send in a Common Record that contains the adjusted disbursement record to the COD System.
2. At the same time, reduce the loan amount approved to \$0 or select the loan as inactive and select the option to reduce the loan amount approved to \$0.
3. Save the record.
4. Export a Common Record that contains the change to the loan amount approved.

If you later decide to reactivate this loan:

1. (As in Step 4 for Scenario A) Increase the loan amount approved to the appropriate amount. The current anticipated disbursements are **not** recalculated.
2. Enter new anticipated disbursements with new disbursement numbers.
3. Select the disbursement release indicator (DRI) and an actual disbursement record is sent to the COD System to report the new actual disbursement amounts.

### **Scenario C**

School C wants to only cancel individual actual disbursements but not inactivate the loan:

1. Adjust the individual actual disbursements to \$0.
2. Adjust the Loan Amount Approved to \$0 on the origination record (to allow for recalculations of the 150% Direct Subsidized loan limits).
3. Export a Common Record that contains the adjusted disbursements and Loan Amount Approved to the COD System.
4. If you later decide to reactivate these disbursements, you must submit the new disbursement amounts and dates in a disbursement adjustment transaction.

5. Export the Common Record to the COD System to report the adjusted disbursement amounts and dates.

### **Prompt for Duplicates**

If you selected the Prompt for Duplicates checkbox in the Import dialog box and EDEExpress discovers a record with the same student SSN, loan type, program year, and DL code as on a record being imported, it proceeds according to the action you select. For example, when you select:

- **Create New** – EDEExpress creates a new loan record and prompts you again when the next duplicate record is found. EDEExpress assigns the next highest loan sequence number.
- **Create All** – EDEExpress creates a new loan record when each instance of a duplicate record is found without further prompts. EDEExpress assigns the next highest loan sequence number.
- **Skip** – EDEExpress skips the duplicate record. The skipped record is counted on the Import Edit report as a skipped record.
- **Skip All** – EDEExpress skips each instance of a duplicate record without further prompts. The skipped records are counted on the Import Edit report as skipped records.

### **Loan Types in the Database**

EDEExpress maintains separate records for each borrower loan type. For example, if a borrower is associated with a subsidized loan, unsubsidized loan, PLUS loan (as a parent borrower), and Grad PLUS loan, four records are imported to EDEExpress, one for each loan type. For each imported record, a record is established in the Loan Origination database.

For subsidized, unsubsidized, and Grad PLUS loan types, the Loan Origination database maintains demographic information about the student borrower. Parent borrower and student demographic information is also maintained for PLUS loans.

The EDEExpress Direct Loan module maintains an internal loan type (G) unique to Grad PLUS origination records to differentiate between PLUS and Grad PLUS data in EDEExpress functionality. This internal loan type is not submitted to the COD System. EDEExpress uses the existing PLUS loan identifier (P) when creating the Grad PLUS loan ID.

### **Importing Disbursement Profile Codes into EDEExpress**

Note the following guidance regarding importing disbursement profile codes into EDEExpress:

- You can include a disbursement profile code without including the loan period start/end dates, academic year start/end dates, anticipated disbursement dates, or payment period start dates (disbursement profile code must already be defined in EDEExpress setup.)
- You can include a new disbursement profile code with corresponding loan period start/end dates, academic year start/end dates, anticipated disbursement dates, and payment period start dates (EDEExpress adds this disbursement profile code with the dates you provided to EDEExpress setup.)

You must provide the Payment Period Start Date associated with each anticipated disbursement date in disbursement profile codes marked for use with the Direct Loan module.

- You can include loan period start/end dates, academic year start/end dates, anticipated disbursement dates, and payment period start dates without a disbursement profile code. EDEExpress creates a generic disbursement profile code in EDEExpress setup.

### Grad PLUS fields

Grad PLUS records included in a Direct Loan External Export file are identified as Loan Type G (Grad PLUS), provided you select the Loan Type field as part of the Direct Loan file format you use for the export.

## External Exports (Pell, TEACH, and Direct Loan)

The Export function in EDEExpress enables you to extract the data you need, in a format you create, for whatever purpose you choose. For example, when you receive responses for the disbursement records you send to the COD System, you can create ASCII files from the data that contains only the information needed by the business office to update student accounts.

Consider the following scenario for an External Export for Direct Loan information:

The Admissions Office staff members at your school are compiling confidential statistics on the student population, and they need some data on Direct Loan recipients. They want only a little information about each student, not the student's entire financial aid record, and they want to use the data on their mainframe computer. You find you can accommodate their request easily by exporting the data from EDEExpress. You would follow these basic steps:

- Identify the fields** on the loan record that collect the information needed by the Admissions Office.
- Create a file format** that contains those fields using the File Formats tool in EDEExpress. To create the file format first, you assign a code to the file format and enter a description so that you can identify it. Then you select the data fields you want to be included in the file format from a menu. (See "File Formats" later in this section and the Help system in EDEExpress for information about creating and using file formats.)
- Export the data.** When you begin the export process, you can select the records you want to export using queries or selection criteria. You also select the format code so EDEExpress knows what format to use. In other words, EDEExpress exports exactly the data you specify from only the records you select. The data you export is always in ASCII format. The Admissions Office staff members told you that having the file delimited by tabs would make moving the data onto their mainframe much simpler, so you select the tab delimited option in the Export to File dialog box and proceed with the export.
- Print the format** you used to export the data and give the printout to the administrators of the Admissions Office's computer system. The format lists the fields you selected. When the administrators match the format to the exported data, they can identify the data elements in each student's record.

The key points are to give the printed file format to the people receiving the data and to tell them that the file is in ASCII format.

## Header and Trailer Records

Because each school's system has unique requirements for importing data files, the export files created by EDEExpress for use by external systems are created without header or trailer records attached. If needed, the appropriate header or trailer records must be created by your school's system upon import.

Also, these export files are created in ASCII format and the end of each record is delineated or marked with carriage return/line feed characters (ASCII 13 and 10). After the last record, there is no end of file marker (EOF), only the final carriage return/line feed marker.

Remember that before you can export external data, you must first establish file formats to format the data for the external systems that will use it. Each file format is identified by a code. Select **Tools** from the EDEExpress menu bar to access the File Format function.

## File Formats

File Formats is a utility in EDEExpress that enables you to select the data fields and the order of the fields for a file to be exported to an external system. Before you can export external data, you must establish a file format for Pell data, TEACH data, or for Direct Loan data that is tailored to your external system.

Each file format is identified by a user-defined, two-character code and the specific fields you select in the File Formats dialog box. The order in which you select the fields displays in the Sequence column and indicates the sequence in which the fields appear in the exported file.

Files exported out of EDEExpress using File Formats can be exported as standard fixed-length files or each field can be separated by a delimiter. When exporting a file, if you choose fixed-length, the system exports the file in a standard layout, with each field exported into a specific field position within the layout. If you choose comma, tab, or custom delimiter, EDEExpress exports the file with each field separated by the chosen delimiter. Some systems may find it easier to import the file with a selected delimiter, rather than using a fixed-length layout for all exports.

## Create File Formats

The specific steps to create a file format in EDEExpress follow.

1. Select **Tools, File Formats** from the menu bar.
2. Click the module for which you want to create the file format.
3. (Optional) If you have previously created file formats, click **Add**.
4. Type a two-character format code for the file you are creating. The code must be unique.
5. Type a description of the format you are creating.
6. Click the **down arrow** on the right to scroll through the list of fields.

You are limited to selecting 255 fields at one time.

7. (Optional) If you want to select all the fields, click **Select All**.
8. (Optional) If you want to select specific fields, select the checkbox next to the fields you want to select.
9. Click the **Resequence** button to shift all selected fields to the top of the list for easy viewing. Click **OK** to continue.
10. Click **Save** to save the format, then click **OK** to continue.
11. (Optional) Click **Add** and repeat steps 3 through 10 to add more formats.
12. Click **OK** to return to the EDEExpress main window.

For more information on file formats, see the online Help in EDEExpress.

### Export Data to an External System

The specific steps to export data to an external system follow.

1. Select **File, Export** from the menu bar.
2. Click the tab for the module from which you are exporting data (Pell, TEACH, or Direct Loan).
3. Click the **down arrow** on the Export Type box to display and select from a list of data types to export.

For Pell, select **External Export**.

For TEACH, select **External Export**.

For Direct Loan, select **External Loan Data**.

4. Confirm that the default file name and data directory you established in Setup appears in the Export To box.
5. (Optional for Direct Loan) Set export status to **Y** (Yes), **N** (No), or **B** (Both). Export status refers to the export to external flag in the database. Choosing export status as **Y** in the Export dialog box exports all records with the export to external system flag set to **Y**. After the export process completes, this flag is set to **N**.
6. Type the code of the file format you want to use in the Format Code entry box in the lower portion of the window. (See “File Formats” in this section and the Help system in EDEExpress for information about creating and using file formats.)

Or, click the **ellipsis (...)** button to open the File Format grid and select a code from the list. Click the code you want to use, and then click **OK** to return to the Export dialog box.

#### Grad PLUS fields

Grad PLUS records included in a Direct Loan External Export file are identified as Loan Type **G** (Grad PLUS), provided you select the Loan Type field as part of the Direct Loan File Format you use for the export.



7. (Optional) Click the **Select Delimiter** option and choose the delimiter method you want to use to separate the data in your file. If you chose to use a custom delimiter, type the character/string you want to use in the Custom Delimiter entry box.
8. (Optional) Click the **Selection Criteria** button to narrow the group of records you want to work with. When you are finished, click **OK**.
9. Click **OK** to export the file. EDEExpress exports the file to the location shown in the Export To box, and an Export Statistics dialog box appears.
10. Click **OK** to close the Export Statistics dialog box.

## The Query Function

EDEExpress includes an SQL-based query function that offers flexibility in locating and extracting information from the records in your database for whatever purpose you may have. It enables you to create files tailored with information just for the business office or to print reports that identify specific student populations.

General information on query follows. For more detailed query information, see the EDEExpress Help system in the software.

## What is a Query?

A query is a request for certain records from your EDEExpress database. It describes records meeting certain criteria that you specify. Queries are used in functions like print and export to select specific groups of student records from all the records in the database. Some queries have fixed values, or you can enter different values each time you use the query.

## Why Create a Query?

Use a query any time you want to work with a subset of all the records in your database. For instance, you may want to print a list of seniors to whom you have disbursed Pell. Or, you might want to create unsubsidized loan records for all dependent students with parent's credit decisions of credit denied.

Queries are used in all modules of EDEExpress to perform specific functions, such as printing and exporting. Generally, any time working with a subset of records makes sense, EDEExpress provides the option to use a query. Queries are available in any dialog box where the Selection Criteria button is enabled.

## Simple Query Statements

A query statement has three components:

- Data field
- Operator
- Value

## Query Examples

### Example of a Pell Grant Query

If you want to find all students who are residents of Missouri, who are eligible to receive the maximum amount of Pell Grant funding, the query statement may look like this:

```
(STUDENT'S STATE OF LEGAL RESIDENCE = "MO")  
AND  
(EFC - PELL = 0)
```

### Example of a TEACH Grant Query

If you want to identify students whose TEACH Grant is not yet showing as booked in EDEExpress, the query statement would look like this:

```
(BOOKED STATUS) = Blank
```

### Example of a Direct Loan Query

If you want to find all **first year students who have never attended college** with an approved loan amount of **less than 2,000**, the query statement may look like this:

```
(GRADE LEVEL IN COLLEGE - DL = "0")  
AND  
(LOAN AMOUNT APPROVED < 2000)
```

You can build queries like these easily in EDEExpress by selecting fields, operators, and values from lists. Help for the valid values, for all fields, is available in the Query window.

### Predefined Queries

See the Help system in EDEExpress for a complete list of predefined queries.

To get you started, EDEExpress offers sets of queries that are commonly used in Pell Grant, TEACH Grant, Direct Loan, and the other modules of the software. You can use these predefined queries as they are, or you can use them as templates for building the queries that are most useful to your school and the way you process data.

### Create a Query

The specific steps to create a query in EDEExpress follow.

1. Select **Tools, Query** from the EDEExpress menu bar.
2. Click the tab of the module for which you want to create a query (Pell, TEACH, or Direct Loan.)
3. Click the **Add** button.
4. Type a descriptive title for the query.
5. Select a field from the field list. You can type the first few letters of the field name to find the field names that begin with those letters.
6. Click the **down arrow** in the operator field to select an operator.

7. Type a value for the field. Click the **Value Help** button to see the valid values for the field.

If you want to be prompted for a value at the time you use the query, do not specify a value for the query statement. Instead, select the **Prompt at Execution** checkbox.

8. Click the **Append** button to add the query statement to the criteria box.
9. (Optional) Click the **And** button or the **Or** button to add another statement to the query. Repeat steps 5 through 8 until you have added all statements for the query, and then continue with step 10.
10. Click **Save** to save the query, then click **OK**.
11. Click **OK** to close the Query dialog box or click **Add** to create another query.

## Combination System Edits

*Volume III, Section 4* of this technical reference contains Pell Grant, TEACH Grant, and Direct Loan EDEExpress edits. They are provided in a table format and are listed by edit number. The field name, condition, and message associated with each edit are also provided.

### Example End-of-Entry Edits and Resolution Steps

The following end-of-entry edits are commonly encountered whenever importing external origination or disbursement add data into the Pell Grant, TEACH Grant, and Direct Loan modules. Refer to these example edits for resolution help.

### Pell Grant

#### Origination End-of-Entry Edits

Edit	Description and Resolution Steps
1200, 1205, 1209 to 1211, and 1213	<p><b>Description:</b> For a Pell Grant record, EDEExpress validates the student's award amount for the entire school year based on the student's EFC, academic calendar, cost of attendance, and enrollment status or weeks/hours used to calculate payment. If the award amount for the entire year in the External Origination Add file is greater than the EDEExpress calculated amount, the record will not import.</p> <p><b>Resolution Steps:</b> Confirm each record has the correct award amount for the entire year in the External Add file.</p> <p>Payment methodology and academic calendar – When calculating award amounts, you must use the correct payment methodology and academic calendar combination. EDEExpress has a variety of edits that ensures consistent and accurate award amounts, provided the values are correct.</p>
1550	<p><b>Description:</b> This edit results when the student's date of birth in the External Origination Add file is blank.</p> <p><b>Note:</b> This edit applies to Pell Grant origination records.</p> <p><b>Resolution Steps:</b> Add the student's date of birth in CCYYMMDD format to the External Add file.</p>

## Pell Grant

### Disbursement End-of-Entry Edits

Edit	Description and Resolution Steps
1520, 1540	<p>ED assigns a funding methodology to schools that determines when a school can disburse funds. <b>Note:</b> Although EDEExpress accepts any date on or after 01/01/2017, the valid 2017-2018 date range for Pell Grant disbursement records is from the date the 2017-2018 Pell schedules are posted on the IFAP Web site (<a href="http://ifap.ed.gov">ifap.ed.gov</a>) to 09/30/2023.</p> <p><b>1520 – Description:</b> This edit applies to schools using one of the following funding methods: Advance Pay or Cash Monitoring 1 (CM1). The current date cannot be more than 7 days before the disbursement date.</p> <p><b>Resolution Steps:</b> To correct this edit, enter a Pell Grant disbursement date that falls between 01/01/2017 and 09/30/2023 and is no more than 7 days greater than the current date.</p> <p><b>1540 – Description:</b> This edit applies to schools using the Cash Monitoring 2 or Reimbursement funding method. The current date cannot be greater than the disbursement date.</p> <p><b>Resolution Steps:</b> To correct this edit, enter a Pell Grant disbursement date that falls between 01/01/2017 and 09/30/2023 and matches the current date</p>
1680	<p><b>Description:</b> This edit occurs if the Award Amount for the Entire School Year is zero. Note: This is a warning edit only and does not stop any save process based on only this edit.</p> <p><b>Resolution Steps:</b> If this is an initial award, the COD System rejects this record, since zero is not an acceptable award amount on an initial submission. Enter the amount of the Pell Grant in the Award Amount for the Entire School Year field in the External Origination Data file. If this is a correction to an already accepted Pell Grant award and you are zeroing out the previous award amount, the COD System accepts this. The award amount does not need to be changed in the External Origination Data file.</p>

## TEACH Grant

### Origination End-of-Entry Edits

Edit	Description and Resolution Steps
5001	<p><b>Description:</b> This edit occurs if Citizenship Status is equal to 3.</p> <p><b>Resolution Steps:</b> Change the citizenship status in the External TEACH Grant Data file to 1 (U.S. Citizen), 2 (Non-U.S. Citizen) or blank.</p>
5007	<p><b>Description:</b> This edit results when the student's date of birth in the External TEACH Grant Data file is blank.</p> <p><b>Resolution Steps:</b> Add the student's date of birth in CCYYMMDD format to the External TEACH Grant Data file.</p>
5009	<p><b>Description:</b> This edit occurs if the Award Amount for the Entire School Year is zero. Note: This is a warning edit only and does not stop any save process based on only this edit.</p> <p><b>Resolution Steps:</b> If this is an initial award, the COD System rejects this record, since zero is not an acceptable award amount on an initial submission. Enter the amount of the TEACH Grant in the Award Amount for the Entire School Year field in the External TEACH Grant Data file. If this is a correction to an already accepted TEACH award and you are zeroing out the previous award amount, the COD System accepts this. The award amount does not need to be changed in the TEACH Grant External Data file.</p>
5011 and 5012	<p><b>Description:</b> These edits occur if the CIP Code (edit 5011) or Enrollment Status (edit 5012) field is blank in the External TEACH Grant Data file and you select the "Include Records in Next Document Submission?" checkbox in the EDEXpress TEACH Grant import dialog box. Both field values are required before a TEACH Grant record is ready for export to the COD System.</p> <p><b>Resolution Steps:</b> Add the CIP Code or Enrollment Status value to the External TEACH Grant Data file and re-import.</p>

### Disbursement End-of-Entry Edits

Edit	Description and Resolution Steps
5102	<p><b>Description:</b> This edit occurs if a new disbursement sequence is added and current actual disbursement # is not Accepted or Batched.</p> <p><b>Resolution Steps:</b> Actual disbursement must be Accepted or Batched before a change is applied to that actual disbursement. Export and transmit actual disbursements.</p>
5104	<p><b>Description:</b> This edit occurs if the Amount Submitted and the Disbursement Date are the same as the Amount Submitted and Disbursement Date of the previous sequence number for this disbursement number.</p> <p><b>Resolution Steps:</b> Change the Amount Submitted or the Disbursement Date (or both values, if needed) for this disbursement sequence number in the External TEACH Grant Data file so that it is different from the previous disbursement sequence number.</p>
5111	<p><b>Description:</b> This edit occurs if the Funding Method from TEACH Grant School Setup is Advance or Cash Monitoring 1, the Disbursement Release Indicator is true, and current date is more than 7 days prior to the Disbursement Date.</p> <p><b>Resolution Steps:</b> Change the Disbursement Date in the External TEACH Grant Data file to be less than or equal to 7 days prior to the current date.</p>

## Direct Loan

### Direct Loan General End-of-Entry Edits

Edit	Description and Resolution Steps
1025	<p><b>Description:</b> This edit occurs if the change record importing the borrower default on education loans is set to a Y and an actual disbursement exists.</p> <p><b>Resolution Steps:</b> EDEExpress prompts you to adjust the actual disbursement to \$0 (on the Disbursement tab) and set default on student loan to Y (Origination tab). Or, you can correct the Import Change file to include the correct data. After corrected, the changes are ready to send to the COD System.</p>
1215	<p><b>Description:</b> This edit looks at the inactive loan flag. If the inactive loan checkbox is selected, updates to actual disbursements are not allowed.</p> <p><b>Resolution Steps:</b> Review the inactive loan flag checkbox in the Loan Information box on the Loans tab. If the loan should be active, you can clear the inactive loan checkbox and then make changes to the disbursement fields.</p>

### Direct Loan Origination End-of-Entry Edits

Edit	Description and Resolution Steps
1010	<p><b>Description:</b> You receive this error when the student's date of birth is the same as the parent's date of birth on a PLUS loan.</p> <p><b>Resolution Steps:</b> Correct either the student's date of birth or the parent's date of birth.</p>
1035	<p><b>Description:</b> You receive this error if the dependency status = D for dependent and year in college is six or seven. Graduate students cannot be dependent.</p> <p><b>Resolution Steps:</b> Change either the dependency status or the year in college.</p>
5005	<p><b>Description:</b> You receive this edit if you attempt to update the CIP Code value to blank on a Direct Loan record with an Origination Status other than N (Not Ready to Send to COD).</p> <p><b>Resolution Steps:</b> After you have originated a Direct Loan record in EDEExpress, the CIP Code field cannot be corrected to blank. The CIP Code value is required by the COD System for all Direct Loan anticipated and actual disbursements and must be provided on the Origination (Direct Loan) tab for all loan types before you can run the origination process in EDEExpress.</p>

### Direct Loan MPN End-of-Entry Edits

Edit	Description and Resolution Steps
1065	<p><b>Description:</b> You receive this error:          If the MPN status is changed to S and the current MPN status is not P, or          If the current MPN status is not an R and the MPN print indicator is F, on-site custom system.</p> <p><b>Resolution Steps:</b> Change the status to P, then change the status to S.</p>
4006	<p><b>Description:</b> You receive this error when the MPN status is changed to T and the current MPN status is not N, R, P, S, or M.</p> <p><b>Resolution Steps:</b> Change the current MPN status to R or P. Then, change the MPN status to T.</p>





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# TEACH Grant Appendix



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## Teacher Education Assistance for College and Higher Education Grant

The College Cost Reduction and Access Act (the CCRAA), Pub.L. 110-84, authorized the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program for implementation beginning with the 2008-2009 Award Year. The TEACH Grant Program provides up to \$4,000 a year in grant assistance to a student who agrees to serve for at least four years as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves students from low-income families. A TEACH Grant recipient who does not complete the required teaching within a specified timeframe, or fails to meet certain other requirements of the TEACH Grant Program, will be required to repay the TEACH Grant as a Direct Unsubsidized Loan under the William D. Ford Federal Direct Loan (Direct Loan) Program.

Before receiving a TEACH Grant, a student must complete a TEACH Grant Agreement to Serve (ATS) for each year in which a TEACH Grant is awarded. The ATS is available at [StudentLoans.gov](http://StudentLoans.gov). The ATS explains the teaching service requirements that a student must meet in exchange for receiving a TEACH Grant, specifies the conditions under which a TEACH Grant will be converted to a Direct Unsubsidized Loan, and includes the student's agreement to repay the TEACH Grant as a Direct Unsubsidized Loan, with interest accrued from the date of each TEACH Grant disbursement, if he or she does not meet the requirements of the TEACH Grant Program. The ATS also provides information on the terms and conditions associated with repaying a TEACH Grant that is converted to a Direct Unsubsidized Loan. For more information on TEACH Grants, visit [studentaid.ed.gov/types/grants-scholarships/teach](http://studentaid.ed.gov/types/grants-scholarships/teach).

The COD System is required to collect the student's Title IV eligibility reason on all Direct Loan, Pell Grant, and TEACH Grant records. For students enrolling in a program of study on or after July 1, 2012, this eligibility information must include whether the student received a high school diploma or a GED certificate or the equivalent or was home-schooled.

EDEExpress requires that you provide a Student Eligibility Code field value on the Demo tab to establish the student's eligibility reason before a Direct Loan, Pell Grant, or TEACH Grant record can be saved or originated on the Origination tab.

TEACH Grant functionality is installed as a separate module in EDEExpress 2017-2018, Release 2.0 and subsequent releases, enabling you to create, export, and import TEACH Grant origination and disbursement records. You can also import ATS and Booking Notification Response files received from the COD System.

Origination and disbursement data for the TEACH Grant is processed through the COD System using the COD Common Record and COD Common Record Response (CRAA18OP). EDEExpress enables you to export TEACH Grant origination and disbursement records separately or in the same Common Record file (CRAA18IN) with Direct Loan and Pell module records. You can also print reports and lists from the TEACH module, as well as print existing reports from the COD module that have been updated to include TEACH Grant data.

In the sections below, we provide additional detail and guidance to EDEExpress combination users regarding the TEACH Grant module.

# EExpress Setup Requirements for the TEACH Grant

## COD Setup

Before processing TEACH Grant records, you must set up the following COD system options. From the menu bar, select **Tools, Setup**, then choose **COD**.

- **School** – TEACH Grant School setup enables you to establish the school profile information and default options and settings that will apply when processing TEACH Grant origination and disbursement records. Select **Tools, Setup** from the menu bar, then choose **COD, School, TEACH** to access School setup.

The values for Funding Method are:

- 1 (Advance Pay)
- 2 (Cash Monitoring 1 – CM1)
- 3 (Cash Monitoring 2 – CM2)
- 4 (Reimbursement)

Selecting the **Default School?** checkbox automatically updates the Add TEACH dialog box with the School OPE ID and Federal School Code that you enter in School Setup. It also automatically fills the OPE ID and Federal School Code fields in the Import dialog box when importing Origination Data – ISIRs into TEACH, as well as in the Print dialog box for TEACH reports.

If you want to calculate disbursements using pennies, select the **Calculate Amounts Using Pennies?** checkbox.

- **System** – The TEACH Grant section of System setup enables you to identify the Source Entity ID and other default settings that will be used for TEACH Grant processing. In COD System setup, you can elect to combine TEACH Grant, Pell Grant, and Direct Loan records when you export a COD Common Record file. You can override the Combine Files function from the Export dialog box when a COD Common Record file is exported. Select **Tools, Setup** from the menu bar, then choose **COD, System** to access System setup.
- **Disbursement** – Disbursement setup enables you to establish disbursement profile codes for the TEACH Grant. Disbursement Profile setup is required prior to originating TEACH Grant records. You can establish disbursement profiles for TEACH Grants only or combine a profile with Pell Grant and/or Direct Loan. Select **Tools, Setup** from the menu bar, then choose **COD, Disbursement** to access Disbursement Profile setup. You can enter up to 20 disbursements. The disbursement date must be on or after 01/01/2017.

We recommend you select a default Enrollment Status value in School Setup to prepare TEACH Grant records more quickly for processing by the COD System. The Enrollment Status field value is required on the Origination (TEACH Grant) tab to prepare TEACH Grant records for export.

All eight digits of the School OPE ID are required.

The School OPE ID is specific to TEACH Grant origination records, and can be different than 8-byte Enroll OPE ID field captured on individual TEACH Grant disbursement records.

A list of eligible majors and their corresponding CIP codes is available on the National Center for Education Statistics (NCES) Web site at <http://nces.ed.gov/ipeds/cipcode>.

Each Program Profile Code defines a unique set of values for the following disbursement-specific fields: CIP Code, CIP Code Year (optional), Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year.

- **CIP Codes** - This setup option enables you to define multiple Classification of Instructional Programs (CIP) Codes that you can later assign to Program Profiles used to create or modify TEACH Grant records. The CIP Code values you define in this setup option can be selected in Program Profile Setup (**Tools, Setup, COD**) by clicking the ellipsis button (...) next to the CIP Code field on the setup dialog box.

The CIP Code data element, which is a six-digit code (with an implied decimal between the second and third digit) representing the student's college major, is required for all anticipated and actual TEACH Grant disbursement records.

- **Program Profiles – New for 2017-2018!** This setup option enables you to define default values for multiple data elements required on each TEACH Grant record, saving you data entry time. You are now required to assign a Program Profile Code to each new TEACH Grant record when you add the record. The Program Profile Code is an EDEExpress-only field and is not sent to the COD System. However, EDEExpress exports the field values associated with the Program Profile assigned to the TEACH Grant record to the COD System in the COD Common Record (CRAA18IN).

The Program Profile Codes you define in this setup option can be selected by clicking the ellipsis button (...) next to the Program Profile Code field in the Import dialog box and Disburse tab.

The Program Profile Code is also now required when adding TEACH Grant records using an external TEACH Grant Data file (TGED18OP).

## Security Groups Setup

The Security Groups dialog box includes a tab for TEACH Grant security setup, enabling you to assign access privileges to specific TEACH Grant functions by groups of users. Select **Tools, Setup** from the menu bar, then choose **Global, Security Groups**.

## User Database Setup

The User Database (**Tools, Setup, Global, User Database**) in EDEExpress can be used to track TEACH Grant award criteria. For example, you can create “YES OR NO” fields to track information such as students receiving comment code 281 on their ISIRs, scoring above the 75th percentile on college admissions tests, or maintaining a cumulative GPA of at least 3.25.

## Origination and Disbursement Add/Change

You can create or modify TEACH origination and actual disbursement records by importing an external TEACH Grant Data file. Follow the External TEACH Grant Data record layout (TGED18OP) in *Volume III, Section 3: Combination System Record Layouts* of this technical reference to create or modify an ASCII file of the required data and import the file into EDEExpress. You should also refer to the TEACH Grant Data record layout for the relationship between the Disbursement Profile Code and disbursements. TEACH Grants can have up to 20 disbursements. Disbursement dates must be 01/01/2017 or later. Select **File, Import** from the menu bar, then choose **TEACH, External TEACH Grant Data (TGED)**.

Use the latest version of the TEACH Grant External Data Add/Change record layout in *Volume III, Section 3: Combination System Record Layouts* to add or modify TEACH Grant records in EDEExpress 2017-2018.

### Gainful Employment Reporting

**New for 2017-2018!** To address Gainful Employment reporting requirements, we updated the TEACH Grant External Data Add/Change record layout (TGED18OP) to add Program Profile Code as a required field and the Enrollment Status Effective Date and Program Attendance Begin Date as optional fields.

These three new fields can be added or changed on TEACH Grant records at the record level or individual disbursement level using external import. If you modify the record-level fields, the values provided are applied automatically to all remaining anticipated disbursements for the record and any future adjustments to actual disbursements. If you modify the disbursement-level fields, the changes you provide are only applied to the new sequence number of the actual disbursement number designated.

As with the Pell and Direct Loan modules, the Enrollment Status Effective Date and Program Attendance Begin Date are optional fields that are not required by or stored in the COD System for 2017-2018.

### Actual Disbursement Adjustments

EDEExpress enables you to adjust multiple TEACH Grant actual disbursement fields, including amount and date, in the same sequence number. You can make these adjustments manually on the Disburse (TEACH Grant) tab, use TEACH Grant Multiple Entry, or import an External TEACH Grant Data file (TGED18OP).

If you include updated Enrollment Status values in your external TEACH Grant Data file, the corresponding field on the Origination tab is updated, as well as the Enrollment Status associated with each anticipated disbursement on the Disburse tab, provided they are not batched for processing (Disbursement Status of **B**). If the anticipated disbursements are batched, the updated Enrollment Status is skipped during the import; you will need to correct the anticipated disbursements to the new Enrollment Status after you receive and import the COD Common Record Response (CRAA18OP) for the record.

To update the value for any of the following required fields associated with a TEACH Grant actual disbursement, you must modify the Program Profile Code associated with the disbursement to a code with the correct combination of values: CIP Code, CIP Code Year (optional), Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year.

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## Agreement to Serve (ATS)

Each year, the student must sign a TEACH Grant ATS electronically at the [StudentLoans.gov](http://StudentLoans.gov) Web site. The ATS cannot be printed from EDEExpress. The TEACH Grant ATS specifies the terms and conditions by which a recipient must abide.

When the student completes an ATS online, an ATS Response file (CRAT18OP) is generated by the COD System and sent to the school's SAIG mailbox. ATS Responses indicate an accepted, rejected, or pending status. To import ATS Responses, select **File, Import** from the menu bar, then choose **TEACH, COD Common Record Response**. When you import this response file, EDEExpress updates the ATS Information on the TEACH Grant origination record with the ATS ID and ATS Status (Accepted, Rejected, or Pending).

When you import an ATS Response file (CRAT18OP) containing ATS data for which there is no TEACH origination record in EDEExpress, the Import Records Edit Report indicates that there is no matching TEACH origination. If the student is attending your school and you have verified the student is eligible to receive a TEACH Grant, create an origination record in EDEExpress and submit it to the COD System. The ATS Status in EDEExpress updates to **Accepted** after you import the COD Response file.

When you submit a TEACH Grant origination for which an accepted ATS already exists in the COD System, the ATS status is returned in the Origination Response file (CRAA18OP) indicating an accepted ATS is already on file and updates the ATS Status in EDEExpress to **Accepted**.

When a TEACH Grant origination is received in the COD System for which no accepted ATS is on file, the ATS Status **Rejected** is returned in the Origination Response (CRAA18OP). After the ATS for that student's TEACH Grant award is received in the COD System, the ATS Response file (CRAT18OP) is created and returned to the school. When the school imports the file into EDEExpress, the ATS ID is updated and the ATS Status is changed to **Accepted**.



## Where to Get More Information

- EDEExpress 2017-2018 Help System. For basic guidance and information on using the EDEExpress software, select **Help, Help Topics** from the EDEExpress menu bar. You can view the main list of EDEExpress Help topics by module on the **Contents** tab or scroll through available Help topics on the **Index** tab.
- The TEACH Grant page of the Student Aid on the Web site, located at [studentaid.ed.gov/types/grants-scholarships/teach](http://studentaid.ed.gov/types/grants-scholarships/teach).
- TEACH Agreement to Serve information is located at [StudentLoans.gov](http://StudentLoans.gov).
- Electronic Announcements and Dear Colleague letters related to the TEACH Grant. Go to the [ifap.ed.gov](http://ifap.ed.gov) Web site, and check the Electronic Announcements and Dear Colleague Letters sections under Letters & Announcements.
- The *2017-2018 Common Origination and Disbursement (COD) Technical Reference* available in the Technical References and Guides section of [fsadownload.ed.gov](http://fsadownload.ed.gov).
- If you need technical support for EDEExpress, call CPS/SAIG Technical Support at:
  - (800) 330-5947
  - (800) 511-5806 (TDD/TTY)

Technical support representatives are available 8 a.m. to 8 p.m. ET, Monday through Friday, excluding federal holidays. If you prefer, you can e-mail inquiries to [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov). A technical support specialist will respond to your e-mail as soon as possible.

- For questions regarding TEACH Grant processing or questions related to the Common Record layout, contact the COD School Relations Center at:
  - (800) 474-7268, for Grants
  - (800) 848-0978, for Direct Loans.

You can also e-mail [CODSupport@ed.gov](mailto:CODSupport@ed.gov).

- If you have other questions regarding the TEACH Grant, contact Federal Student Aid's Research and Customer Care Center (RCCC) at (800) 433-7327 or (202) 275-5532 (fax). You can also e-mail the RCCC at [fsa.customer.support@ed.gov](mailto:fsa.customer.support@ed.gov). Hours are 9 a.m. to 5 p.m. ET, Monday through Friday, excluding federal holidays.

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# Combination System Message Classes

## VOLUME III SECTION 2

*This section contains the COD System message classes and EDExpress message classes used for the Federal Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Direct Loan programs.*

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## Overview of Message Classes

This section contains the COD System message classes and EDEExpress message classes for Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and Direct Loan files. All message classes are named from the user perspective.

The first four characters of the message class identify the type of data.

- The two numbers that follow refer to the cycle year.
- The last two characters of the message class identify the data as input (IN) sent to the processor or output (OP) received from the processor.
- Files that are exported from EDEExpress are assigned the letters IN within the message class.
- Files that are imported into EDEExpress are assigned the letters OP within the message class.

## Program-Specific EExpress Message Classes

### Pell Grant Message Classes

“N/A” in the Sent or Received by School or Document Type column indicates that this information does not apply to this message class.

Message Class	Sent or Received by School	Document Type	Data Type	Record Length
PGE018OP	N/A	N/A	Pell Grant External Origination Add/Change Record (from external source into EExpress)	350
PGED18OP	N/A	N/A	Pell Grant External Disbursement Add/Change Record (from external source into EExpress)	108

### Direct Loan Message Classes

“N/A” in the Sent or Received by School or Document Type column indicates that this information does not apply to this message class.

Message Class	Sent or Received by School	Document Type	Data Type	Record Length
DEER18IN	N/A	#F	External Loan Data (exports from EExpress into an external source for combination schools)	N/A
DIEA18OP	N/A	#O	External Loan Origination Add File (imports from external source into EExpress for combination schools)	900
DIEC18OP	N/A	#P	External Change Record (imports from external source into EExpress for combination schools)	580

### TEACH Grant Message Classes

“N/A” in the Sent or Received by School or Document Type column indicates that this information does not apply to this message class.

Message Class	Sent or Received by School	Document Type	Data Type	Record Length
TGED18OP	N/A	N/A	TEACH Grant External Data Add/Change Record (from external source into EExpress)	1747

## COD System Message Classes Used by EDExpress

### COD System Data Types

Message Class	Sent or Received by School	Data Type	Record Format
CRAA18IN	Sent	COD System Data File	XML
CRAA18OP	Received	COD System Response	XML
CRRC18OP	Received	COD System Receipt	XML
CRWB18OP	Received	COD System Web-generated Response (generated by activity on the COD System Web site)	XML
CRND18OP	Received	Pell Grant Negative Disbursement (system-generated)	XML
CRBN18OP	Received	Direct Loan and TEACH Grant Booking Notification	XML
CRCS18OP	Received	Credit Status Response	XML
CRPN18OP	Received	Direct Loan Promissory Note Response	XML
CRPS18OP	Received	Direct Loan Payment to Servicer	XML
CRSP18OP	Received	Direct Loan PLUS Application Acknowledgment	XML
CRSU18OP	Received	Direct Loan Subsidized Usage System-Generated Response	XML
CROF18OP	Received	Direct Loan Origination Fee and Interest Rebate Percentage Acknowledgement	XML
CRAT18OP	Received	ATS Note Acknowledgement	XML
CRAC18OP	Received	TEACH Grant Initial and Subsequent Counseling Acknowledgement	XML

### COD System Pell Grant Reports

“N/A” in the Data Request Type column indicates that this information does not apply to this message class.

Message Class	Sent or Received by School	Data Type	Record Format	Data Request Type
IGAS18OP	Received	Iraq and Afghanistan Service Grant Electronic Statement of Account (ESOA) (Not currently in use)	Fixed length	S
IGRQ18IN	Sent	Iraq and Afghanistan Service Grant Data Request (Not currently in use)	Fixed length	N/A

***COD System Pell Grant Reports (continued)***

Message Class	Sent or Received by School	Data Type	Record Format	Data Request Type
PGAS18OP	Received	Pell Grant Electronic Statement of Account (ESOA)	Fixed length	S
PGFD18OP	Received	Pell Grant Funded Disbursement Report	Pre-formatted	N/A
PGMR18OP	Received	Pell Grant Multiple Reporting Record (MRR)	Fixed length	M
PGPD18OP	Received	Pell Grant Pending Disbursement Report	Pre-formatted	N/A
PGPR18OP	Received	Pell Grant POP Report	Pre-formatted	P
PGRA18OP	Received	Pell Grant Data Request Response	Fixed length	N/A
PGRC18OP	Received	Pell Grant Reconciliation Report	Fixed length	R
PGRQ18IN	Sent	Pell Grant Data Requests	Fixed length	N/A
PGSNPFOP	Received	Pell Grant SSN/Name/Date of Birth Change Report	Pre-formatted	N/A
PGTX18OP	Received	Pell Grant Text File	Text file	N/A
PGVR18OP	Received	Pell Grant Verification Status Report	Pre-formatted	V
PGYR18OP	Received	Pell Grant Year-to-Date Record	Fixed length	Y

***COD System Direct Loan Reports***

Message Class	Sent or Received by School	Data Type	Record Format
DIWR18OP	Received	Direct Loan Booking Warning Report	Pre-formatted
DIAA18OP	Received	Pending Disbursement List	Pre-formatted
DIAO18OP	Received	Funded Disbursement List (Not currently available from the COD System)	Pre-formatted
DSDF18OP	Received	School Account Statement (SAS) (Loan Detail – Disbursement Level, can be used in conjunction with DL Tools)	Fixed length
DSL18OP	Received	School Account Statement (SAS) (Loan Detail – Loan Level, can be used in conjunction with DL Tools)	Fixed length
DUPLPFOP	Received	Duplicate Student Borrower Report	Pre-formatted
SNDCPFOP	Received	SSN/Name/Date of Birth Change Report	Pre-formatted
INACPFOP	Received	Inactive Loan Report	Pre-formatted
CODRBFOP	Received	Rebuild File (Used in conjunction with DL Tools)	Fixed length
DECFENOP	Received	Entrance Counseling Results From Servicer Web site (No longer available after July 2011)	Fixed length
CRECMYOP	Received	Counseling Results From COD	Fixed length

***COD System Direct Loan Reports (continued)***

Message Class	Sent or Received by School	Data Type	Record Format
DLFFEXOP	Received	Exit Counseling Results From Servicer Web site (No longer available after July 2011)	Fixed length
EXITFFOP	Received	Exit Counseling Results From NSLDS	Fixed length
ED04DQOP	Received	Delinquent Borrowers Report	Pre-formatted
MPNDISOP	Received	MPN Discharge Report	Fixed Length
MPNINAOP	Received	Expired MPN Report	Fixed Length
MPNEXPOP	Received	MPNs Due to Expire Report	Fixed Length

***COD System TEACH Grant Reports***

Message Class	Sent or Received by School	Data Type	Record Format
THMR18OP	Received	TEACH Grant Multiple Reporting Record (MRR)	Fixed length
THPD18OP	Received	Pending Disbursement List	Pre-formatted
THIGPFOP	Received	Inactive Grants Report	Pre-formatted
THSNPFOP	Received	SSN/Name/Date of Birth Change Report	Pre-formatted
THSM18OP	Received	School Account Statement (Monthly)	Comma-delimited
THSY18OP	Received	School Account Statement (Year-to-Date)	Comma-delimited
THRB18OP	Received	Rebuild File (Origination and Disbursement Detail)	Fixed-length
ATSDISOP	Received	ATS Discharge Report	Fixed-length
THFFEXOP	Received	TEACH Exit Counseling Results From Servicer Web site	Fixed-length
EXTHFFOP	Received	TEACH Exit Counseling Results From NSLDS	Fixed-length



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# Combination System Record Layouts

## VOLUME III SECTION 3

*This section contains the record layouts that must be followed to import external files of Federal Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Direct Loan program data into the EDEExpress software. The Direct Loan External Export record layout is also included.*

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## Pell Grant Combination Layouts

### *PGE0180P: Pell Grant External Origination Add/Change Record*

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
1	1	23	23	A/N	Award ID  Unique number used to identify an origination record in the EDEExpress database	Format: 999999999XX201899999900  Where: SSN = 001010001 to 999999999 Name Code = XX or blank (see Field #3 of this record layout for valid content of the Name Code) Year Indicator = 2018 Valid Attended Pell ID = 999999 Orig Sequence Number = 00	This field is required when processing an External Change Record.	Left
2	24	32	9	N	Original SSN  Student's SSN from original FAFSA®	001010001 to 999999999		Left
3	33	34	2	A	Original Name Code  Student's name code from original FAFSA	Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) Blank = No last name	Period, apostrophe, and dash are only valid for the 2 <sup>nd</sup> character of the Name Code. The first character must be a letter if Name Code is not blank.	Left
4	35	40	6	N	Attended Campus Pell-ID  Pell-ID of attended campus  Institution must change award amounts for student at original attended campus as necessary	Valid Pell-ID	Change creates new origination record.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
5	41	42	2	A/N	Student Eligibility Code	0-9 Uppercase letters A to Z Space Can be blank	<p>The COD System is required to collect the student's Title IV eligibility reason on all Direct Loan, Pell Grant, and TEACH Grant records. For students enrolling in a program of study on or after July 1, 2012, this eligibility information must include whether the student received a high school diploma, a GED certificate or the equivalent, or was home-schooled.</p> <p>To address this requirement, you must provide a Student Eligibility Code field value on the Demo tab to establish the student's eligibility reason before a Direct Loan, Pell Grant, or TEACH Grant record can be saved or originated on the Origination tab.</p>	Left
6	43	45	3	A/N	Filler	Blank	Reserved for future expansion.	Left
7	46	58	13	A/N	Origination cross-reference  This field can contain any cross-reference information useful to the institution to identify student records internally	Institution defined  Any character except the pipe(" ")	No editing is applied.	Left
8	59	59	1	A	Action Code  Code to indicate action to be taken	Will always be blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
9	60	67	8	N	Award amount for entire school year  Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire grant award year	0 to 9 Dollars and cents Use leading zeros; do not include the \$ sign or decimal point Range = 00000000 to maximum award amount for the type of grant being imported.	Cannot exceed Total Payment Ceiling - award validation performed Increases must be submitted to the COD System Any change to origination data requires the Award Amount to be validated. Refer to edits 1200, 1205, 1209, 1210, 1211, 1213 and 1450 in Volume III, Section 4 of this technical reference.  Refer to Volume VI, Section 3: Pell Payment Schedule and Calculation Table of this technical reference.	Left
10	68	71	4	A/N	Disbursement Profile Code  User-supplied code for disbursement profile	Uppercase A to Z 0 to 9 Blank		Left
11	72	121	50	A/N	E-mail Address 1  Student's e-mail address 1	<b>One and only one "at" sign (@) allowed.</b> Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @   Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
12	122	171	50	A/N	E-mail Address 2 Student's e-mail address 2	<b>One and only one "at" sign (@) allowed.</b> Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " ' @   Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank		Left
13	172	172	1	A	Additional Eligibility Indicator  Indicates student is eligible to receive 200% of his or her scheduled Pell Grant award in a single award year.	Y = Yes, student is eligible N = No, student is not eligible Can be blank	When importing an origination external add, a blank value in this field equals N (No).  When importing an origination external change, a blank value in this field is ignored.	Left
14	173	180	8	A/N	Ability to Benefit Completion Date	CCYYMMDD 19000101 to 20991231 Can be blank		Left
15	181	182	2	A/N	Ability to Benefit Test Code	0-9 Uppercase A to Z Space Can be blank		Right
16	183	184	2	A/N	Ability to Benefit Test Administrator Code	0-9 Uppercase A to Z Space Can be blank		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
17	185	186	2	A/N	Ability to Benefit State Code	Uppercase A to Z Valid postal code  See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.  Can be blank.  This data element is not valid/used in the 2013-2014 Award Year and forward.		Left
18	187	187	1	A/N	Filler	Blank	Reserved for future expansion.	Left
19	188	195	8	D	Enrollment Date  First date that the student was enrolled in an eligible program for the designated school year If the student enrolled in a crossover payment period before the first day of the Pell Award Year (July 1), but which will be paid from 2017-2018 funds, report the actual start date of the student's classes for that payment period	20161001 to 20180630 CCYYMMDD		Left
20	196	196	1	A/N	Low Tuition and Fees code  Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table	Blank = Low tuition does not apply		Left
21	197	197	1	A	Verification Status code  Status of verification of applicant data by the school	V = Verified W = Without Documentation S = Selected, not verified Can be blank	Refer to edits 1302, 1303, and 1304 in Volume III, Section 4 of this technical reference.	Left



Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
22	198	198	1	A	Incarcerated Federal Pell Recipient code  Students incarcerated in local penal institutions are eligible to receive Federal Pell Grants if otherwise eligible.	Blank = Not incarcerated Y = Yes, the student is incarcerated in a local institution, but is otherwise eligible N = No, if student previously reported as incarcerated, but is not or is no longer incarcerated		Left
23	199	200	2	N	Transaction number  CPS-assigned transaction number from eligible ISIR or SAR used to calculate award	01 to 99	Changes to this field after associated disbursements are made, creates a new active origination record.	Left
24	201	206	6	N	Expected Family Contribution (EFC)  Must equal the student's expected family contribution from the ISIR or SAR	000000 to 999999 Range = 00000 to EFC maximum	If you change the EFC value after associated disbursements are made, EDEExpress creates a new active origination record.  Refer to Volume VI, Section 3: Pell Payment Schedule and Calculation Table of this technical reference.	Left
26	207	207	1	N	Academic Calendar  Calendar which applies to this student's educational program  <b>Used by EDEExpress to calculate the Pell award; this field is for EDEExpress internal school use only and is not sent to the COD System.</b>	1 = Institution uses nonstandard academic terms, and measures academic progress by credit hours 2 = Institution uses standard quarters and measures academic progress by credit hours 3 = Institution uses standard semesters and measures academic progress by credit hours 4 = Institution uses standard trimesters and measures academic progress by credit hours 5 = Institution measures academic progress by clock hours 6 = Institution does not use terms, but does measure academic progress by credit hours Can be blank	The Academic Calendar dictates which Payment Methodology can be accepted, and the data elements required to calculate the student's award. Refer to Volume VI, Section 3: Pell Payment Schedule and Calculation Table Appendix of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
27	208	208	1	N	Payment Methodology  Formula used to calculate the student's Federal Pell grant  <b>Used by EExpress to calculate the Pell award; this field is for EExpress internal school use only and is not sent to the COD System.</b>	1 to 5 Can be blank  See Pell Grant Calculations Volume VI, Section 3 of this technical reference for regulations covering which Academic calendars may use each specific formula	The Payment Methodology that can be accepted is dictated by the Academic Calendar. Refer to the Pell Grant Calculations Appendix for the data elements required for each Payment Methodology. Refer to edits 1000, 1001, 1002, 1003, 1004, 1005, 1006, and 1007 in Volume III, Section 4 of this technical reference.	Left
28	209	215	7	N	Cost of Attendance  Must equal or exceed minimum COA in the Federal Pell Grant Payment Schedule	0 to 9 Dollars and cents Use leading zeros; do not include the \$ sign or decimal point Range = 0000000 to 9999999	Used in award amount recalculation.  Cents are not stored in EExpress.	Left
29	216	216	1	N	Filler	Blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
30	217	218	2	A	<p>Weeks of instructional time used to calculate payment</p> <p><b>Used by EDEExpress to calculate the Pell award; this field is for EDEExpress internal school use only and is not sent to the COD System.</b></p>	<p>Blank = Payment Methodology 1</p> <p>Required for Payment Methodologies 2, 3, 4, or 5</p> <p>Range for Payment Methodology 2 = 00 to 29</p> <p>Range for Payment Methodology 3, 4, 5 = 00 to 78</p>	<p>School determines this value based on the time required for the majority of its full-time students to complete the program of study or the academic year for the program of study, not student by student. Refer to Volume VI, Section 3: Pell Payment Schedule and Calculation Table of this technical reference.</p> <p>Total Number of weeks on instructional time provided by this student's Program of Study during a full academic year</p> <p>PM2 = Total number of weeks of instructional time in academic year for student's program of study (fall through spring terms)</p> <p>PM5 (academic calendars 1, 2, 3, 4) and PM3 = Total number of weeks of instructional time in all terms in academic year for student's program of study PM5 (academic calendar 6) and PM4 = The lesser of either (a) total number of weeks of instructional time for a full-time student to complete hours in student's program of study, or (b) total number of weeks of instructional time for a full-time student to complete hours in academic year for student</p>	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
31	219	220	2	A	<p>Weeks of inst. time in program's definition of academic year</p> <p>Total number of weeks of instructional time in the school's definition of a full academic year for this student's Program of Study</p> <p><b>Used by EDEExpress to calculate the Pell award; this field is for EDEExpress internal school use only and is not sent to the COD System.</b></p>	<p>Blank = Payment Methodology 1.</p> <p>Required for Payment Methodologies 2, 3, 4, or 5.</p> <p>Range for Payment Methodologies 2, 3, or 5 = 30 to 78</p> <p>Range for Payment Methodology 4 = 26 to 78</p>	Used in award amount validation Refer to edits 1102 and 1103 in Volume III, Section 4 of this technical reference.	Left
32	221	224	4	A	<p>Credit/Clock Hrs in Award Year</p> <p>Total number of credit/clock hours in all payment periods institution expects this student to attend and be paid for during this Federal Pell Grant Award year</p> <p><b>Used by EDEExpress to calculate the Pell award; this field is for EDEExpress internal school use only and is not sent to the COD System.</b></p>	<p>Ranges for: Academic calendars 1, 2, 3, and 4 = Blank</p> <p>Ranges for: Academic calendar 5 = 0000 to 3120 Academic calendar 6 = 0000 to 0100</p>	Used in award amount validation Refer to Volume VI, Section 3: Pell Payment Schedule and Calculation Table of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
33	225	228	4	A	Credit/Clock hours in this student's program of study's academic year Max Cr/Clk Hrs in Prg for Acad Yr  Total number of credit or clock hours in the institution's definition of a full academic year for this student's Program of Study  <b>Used by EDEExpress to calculate the Pell award; this field is for EDEExpress internal school use only and is not sent to the COD System.</b>	Ranges for: Academic calendars 1, 2, 3, and 4 = Blank  Ranges for: Academic calendar 5 = 0900 to 3120 Academic calendar 6 = 0024 to 0100	Used in award amount validation See Pell Grant Calculations Volume VI, Section 3 of this technical reference. Refer to edits 1106, 1110, 1112, 1113, and 1114 in Volume III, Section 4 of this technical reference.	Left
34	229	231	3	A/N	School Internal Sequence Number  This is an internal sequence number the institution can define	Institution defined  Any character except the pipe(" ")	No editing will be performed on this field.	Left
35	232	258	27	A/N	Filler	Blank	Reserved for future expansion.	Left
36	259	264	6	N	Reporting Campus Pell-ID  Pell-ID of reporting campus	Valid Pell-ID		Left

**Pell Grant Combination Layouts**
**PGEO18OP: Pell Grant External Origination Add/Change Record**

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
37	265	273	9	A/N	Student Current SSN  Social Security Number, as altered by the student through CPS for the transaction number reported This field equals the original SSN if the student has not changed their SSN in the CPS Blank indicates this record could not be matched on Student ID or EFC during Federal Pell Grant processing	001010001 to 999999999 Blank = Not matched		Left
38	274	302	29	A	Student Name  Student's full name as reported to the CPS for the Transaction Number reported	0 to 9 Uppercase A to Z Space . (period) ' (apostrophe) - (dash) Blank (see Processing Notes/Edits)  (Only uppercase A to Z valid for middle initial)	Full name listed in order = Last Name 01 to 16 First Name 17 to 28 Middle Initial 29  To add records: The Last Name cannot be blank if the First Name is blank. The First Name cannot be blank if the Last Name is blank. Middle Initial can be blank.  To change existing records: This field can be blank.	Left
39	303	303	1	A	CPS Verification Selection Code  Designates whether CPS selected the student for institutional verification of applicant data as of the Transaction Number reported	Blank = Not selected by CPS for verification * = Selected by CPS for institution verification of applicant data		Left
40	304	311	8	D	Student's Date of Birth  The date of birth of the student for this CPS transaction	19000101 to current date CCYYMMDD		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
41	312	325	14	A	Grant Type Type of grant for the origination	PELL GRANT		Left
42	326	333	8	A/N	Filler	Blank	Reserved for future expansion.	Left
43	334	334	1	N	Enrollment Status The student's enrollment status at the time you create or update the student record	Range for Payment Methodologies 1-5: 1 = Full-time 2 = 3/4-time 3 = 1/2-time 4 = Less than 1/2-time  If left blank, EDEExpress updates the Enrollment Status field on the Origination (Pell) tab with the default Enrollment Status value (if defined) in Pell School setup.	<b>New for 2017-2018!</b> You are now required to provide an Enrollment Status for each Pell record. The initial Enrollment Status assigned to a Pell record is automatically associated with each disbursement for the record. We removed 5 (Other) and blank as valid values and relocated the Enrollment Status field to a different position in the layout.  The record will reject during import if you leave Enrollment Status blank in your file, you do not have a default Enrollment Status defined in Pell School setup, and you select "Include Records in Next Document Submission?" on the Pell Import dialog box.  Refer to Volume VI, Section 3: Pell Payment Schedule and Calculation Table of this technical reference for more information on Pell award calculations.	Left
44	335	342	8	D	Enrollment Status Effective Date  <b>New for 2017-2018!</b> The effective date for the current Enrollment Status assigned to the record	CCYYMMDD Blank	<b>New for 2017-2018!</b> The Enrollment Status Effective Date is optional for Pell Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left



Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
45	343	367	25	A/N	Program Profile Code  <b>New for 2017-2018!</b> The code of the Program Profile assigned to the record	A-Z 0-9 Space (for all characters except 1st character)	<b>New for 2017-2018!</b> You are now required to provide a Program Profile Code each time you create a Pell Grant record in EDEExpress. The Program Profile Code is for school use only and is not submitted to the COD System.  Must match Program Profile Code established in Program Profiles setup in EDEExpress  Controls values provided to the COD System for the Pell Grant disbursement record for the following fields associated with the Program Profile: <ul style="list-style-type: none"> <li>• Program Credential Level</li> <li>• Published Program Length</li> <li>• Published Program Length Unit (Weeks, Months, or Years)</li> <li>• Special Programs</li> <li>• Weeks Program Academic Year</li> <li>• CIP Code</li> <li>• CIP Code Year</li> </ul>	Left
46	368	375	8	D	Program Attendance Begin Date  <b>New for 2017-2018!</b> Date that the student began attending classes for the program the loan record is associated with	CCYYMMDD Blank	<b>New for 2017-2018!</b> The Program Attendance Begin Date is optional for Pell Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left
47	376	394	19	A	Filler	Blank	Reserved for future expansion.	Left
48	395	400	6	A	Created Time  Time when the record was created Supplied by the system	000000 to 235959 Format is HHMMSS HH = 00 to 23 MM = 00 to 59 SS = 00 to 59	Field is required only for those schools which cannot have a blank field in the last field of a record.	Left
		<b>400</b>			<b>Total Length</b>			

**PGED180P: Pell Grant External Disbursement Add/Change Record**

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
1	1	23	23	A/N	Award ID  Unique number used to identify an origination record in the EDExpress database	Format: 999999999XX201899999900  Where: SSN = 001010001 to 999999999 Name Code = XX or blank Year Indicator = 2018 Valid Attended Pell ID = 999999 Orig Sequence Number = 00	This field is required when processing an External Change Record.	Left
2	24	36	13	A/N	Disbursement Cross-Reference  This field can contain any cross-reference information useful to the institution to identify student records internally	Institution defined  Any character except the pipe(" ")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
3	37	37	1	A	Action Type  Used to indicate the creation of an initial disbursement record (Sequence = 01) or type of adjustment (Sequence > 01)	A = Adjustment to amount on disbursement with Disbursement Release Indicator = True B = Adjustment to amount AND adjustment to date on disbursement with Disbursement Release Indicator = True Y = Adjustment to date on disbursement with Disbursement Release Indicator = True Blank  Must be "B" or blank when Sequence Number = 01 but can be "A," "B," or "Y" when Sequence Number > 01	A = Adjusted disbursement entered using new amount B or blank = Adjusted disbursement entered using new amount and new disbursement date for the associated disbursement Y = The date is the new disbursement date for the associated disbursement	Left
4	38	39	2	N	Disbursement Number  Number of the disbursement per student for the Award Year	01 to 20		Left

**Pell Grant Combination Layouts**
**PGED18OP: Pell Grant External Disbursement Add/Change Record**

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
5	40	47	8	N	Disbursement Amount  Amount of disbursement for student's payment period	00000000 to 99999999  Dollars and cents Use leading zeros; do not include the \$ sign or decimal point	Total of all disbursement amounts cannot be greater than Award Amount.	Left
6	48	48	1	A/N	Disbursement Release Indicator  Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
7	49	56	8	D	Disbursement Date  Date this disbursement was or will be made to the student	20170101 to 20230930 CCYYMMDD	Refer to edits 1520, 1530, and 1540 Current Date cannot be more than N (zero, seven, or 30) days prior to the Disbursement Date. Refer to Volume III, Section 4 of this technical reference.  Although EDEExpress accepts any date on or after 01/01/2017, the valid 2017-2018 date range for disbursement records is from the date the 2017-2018 Pell schedules are posted on the IFAP Web site ( <a href="http://ifap.ed.gov">ifap.ed.gov</a> ) to 09/30/2023.	Left
8	57	64	8	N	Payment Period Start Date  Beginning date of payment period	20161001 to 20180630 Blank CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements.	Left
9	65	66	2	N	Disbursement Sequence Number  Sequence number for the associated disbursement	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers.	Left

**Pell Grant Combination Layouts**
**PGED18OP: Pell Grant External Disbursement Add/Change Record**

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
10	67	74	8	N	Enroll OPE ID  Enrollment OPE ID associated with this disbursement  The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from Pell School Setup is used for the disbursement.	Left
11	75	75	1	N	Enrollment Status  Enrollment Status associated with this disbursement	1 = Full-time 2 = 3/4-time 3 = 1/2-time 4 = Less than 1/2-time	<b>New for 2017-2018!</b> You are now required to report the Enrollment Status associated with each Pell disbursement.	Left
12	76	83	8	D	Enrollment Status Effective Date  Enrollment Status Effective Date associated with this disbursement	CCYYMMDD	<b>New for 2017-2018!</b> The Enrollment Status Effective Date is optional for Pell Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left
13	84	108	25	A/N	Program Profile Code  Program Profile Code associated with this disbursement	A-Z 0-9 Space (for all characters except 1st character)  Code must exist in Program Profiles Setup in EDEExpress.	<b>New for 2017-2018!</b> To update the CIP Code, CIP Code Year, Program Credential Level, Weeks Program Academic Year, Published Program Length, Published Program Length Units, or Special Programs value(s) associated with a Pell disbursement, you must update the Program Profile Code associated with the disbursement to a code with the correct value(s).	Left
14	109	116	8	D	Program Attendance Begin Date  Program Attendance Begin Date associated with this disbursement	CCYYMMDD	<b>New for 2017-2018!</b> The Program Attendance Begin Date is optional for Pell Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left
15	117	144	28	A/N	Filler	Blank	Reserved for future expansion.	Left

Pell Grant Combination Layouts

PGED18OP: Pell Grant External Disbursement Add/Change Record

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
16	145	150	6	D	Created Time Time when the record was created Supplied by the system	000000 to 235959 Format is HHMMSS HH = 00 to 23 MM = 00 to 59 SS = 00 to 59	Field is required only for those schools which cannot have a blank field in the last field of a record.	Left
		<b>150</b>			<b>Total Bytes</b>			

## Direct Loan Combination Layouts

### *DIEA180P: Direct Loan External Import Loan Origination Add File (Batch Type #0)*

Under the Required Field to Save Record column, “G” indicates a required field for Grad PLUS, “S” indicates a required field for Subsidized/Unsubsidized loan and “P” indicates a required field for PLUS. Note: The minimum fields that are required to save the record are indicated, however, additional fields are required to originate the loan record.

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
1	1	21	21	G/S/P	Loan Identifier	Example: 999999999X18X99999001  Student's Social Security Number = 001010001 to 999999999 Loan Type = X, where X equals: S = Subsidized U = Unsubsidized P = PLUS/Grad PLUS Program Year = 18 (for 2017-2018) School Code = X00000 to X99999 where X = G or E Loan Sequence Number: 001 to 999 If blank on External Import Add record, import process will create Loan ID	Left
2	22	23	2	G/S/P	Import Type Code	SA = Add Direct Subsidized UA = Add Direct Unsubsidized GA = Add Grad PLUS PA = Add PLUS	Left
3	24	32	9	G/S/P	Original Social Security Number	001010001 to 999999999	Right
4	33	33	1	G/S/P	Loan Type	S = Subsidized U = Unsubsidized G = Grad PLUS P = PLUS	Left
5	34	39	6	G/S/P	DL Code	X00000 to X99999 where X = G or E	Left
6	40	41	2	G/S/P	Program Year	18 (for 2017-2018)	Right
7	42	50	9	G/S/P	Borrower's Current Social Security Number	001010001 to 999999999	Right

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
8	51	66	16	G/S*	Borrower's Last Name	0 to 9 Uppercase A to Z Space(s) . (Period) ' (Apostrophe) - (Dash) A to Z in the first position If non-blank, first position must contain a letter and second position must be non-numeric. Spaces in first characters are valid, leading spaces will be trimmed.  *For Loan Type S, U, or G, Borrower's First or Borrower's Last Name must be non-blank to save the record.	Left
9	67	78	12	G/S *	Borrower's First Name	0 to 9 Uppercase A to Z Space(s) . (Period) ' (Apostrophe) - (Dash) A to Z in the first position If non-blank, first position must contain a letter and second position must be non-numeric. Spaces in first characters are valid, leading spaces will be trimmed.  *For Loan Type S, U, or G, Borrower's First or Borrower's Last Name must be non-blank to save the record.	Left
10	79	79	1		Borrower's Middle Initial	Uppercase A to Z Can be blank	Left



Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
11	80	114	35		Borrower's Permanent Address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma)	Left
12	115	130	16		Borrower's Permanent Address City	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) If foreign address, city should contain city and country See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.	Left
13	131	132	2		Borrower's Permanent Address State	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.	Left
14	133	141	9		Borrower's Permanent Zip Code	000000000 to 999999999 Spaces Last 4 digits can be blank If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDEExpress stores 00000 as the Borrower's Permanent Zip Code.  See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.	Left

## Direct Loan Combination Layouts

## DIEA180P: Direct Loan External Import Loan Origination Add File (Batch Type #0)

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
15	142	151	10		Borrower's Telephone Number	0000000000 to 9999999999 Can be blank	Right
16	152	171	20		Borrower's Driver's License Number	0 to 9 Uppercase A to Z Space(s) - (Dash) * (Asterisk) but not in first position, entire field cannot consist of all asterisks Can be blank	Left
17	172	173	2		Borrower's Driver's License State	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank	Left
18	174	181	8	G/S/P	Borrower's Date of Birth	19180101 to 20091231 CCYYMMDD	Date
19	182	182	1		Borrower's Citizenship	1 = U.S. Citizen 2 = Eligible Noncitizen 3 = Ineligible Noncitizen (valid only on Sub/Unsub loan origination records or Sub/Unsub loan change records) Blank  Note: Grad PLUS/PLUS loans can be saved but not originated if this value is blank.	Right
20	183	191	9		Borrower's Alien Registration Number	000000000 to 999999999 Can be blank	Right
21	192	193	2		Student Eligibility Code	0-9 Uppercase A to Z Space Can be blank  Note: The Student Eligibility Code is required to save or originate Direct Loan records.	Left
22	194	195	2		Ability to Benefit Test Code	0-9 Uppercase A to Z Space Can be blank	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
23	196	203	8		Ability to Benefit Completion Date	CCYYMMDD 19000101 to 20991231 Can be blank	Right
24	204	205	2		Ability to Benefit Test Administrator Code	0-9 Uppercase A to Z Space Can be blank	Left
25	206	207	2		Ability to Benefit State Code	Uppercase A to Z Valid postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank This data element is not valid/used in the 2013-2014 Award Year and forward.	Left
26	208	208	1		Update Demographic Record Flag	Y = Yes Blank = No	Left
27	209	209	1		Student's College Grade Level	0 = 1 <sup>st</sup> year, never attended college 1 = 1 <sup>st</sup> year, attended college before 2 = 2 <sup>nd</sup> year/sophomore 3 = 3 <sup>rd</sup> year/junior 4 = 4 <sup>th</sup> year/senior 5 = 5 <sup>th</sup> year other undergraduate 6 = 1 <sup>st</sup> year graduate/professional 7 = Continuing graduate/professional	Right

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
28	210	214	5	G/S/P	Origination Fee Percentage	<p>Numeric <math>\geq 0</math> Implied decimal between second and third position from the left</p> <p>For Subsidized/Unsubsidized: 01068 for 1.068% (first disbursement on or after October 1, 2015 and before October 1, 2016) 01069 for 1.069% (first disbursement on or after October 1, 2016 and before October 1, 2017)</p> <p>For Grad PLUS/PLUS: 04272 for 4.272% (first disbursement on or after October 1, 2015 and before October 1, 2016) 04276 for 4.276% (first disbursement on or after October 1, 2016 and before October 1, 2017)</p> <p>Complete history of all rate changes is available in electronic announcements posted to IFAP Web site.</p>	Right
29	215	215	1		MPN Status	<p>T = School assumes the student has an MPN on file at the COD System S = MPN is signed P = MPN is printed Blank = School assumes the student does not have an MPN on file at the COD System or an MPN has not yet been printed (save as N when Sub/Unsub loans are added but not originated; save as R for all Grad PLUS/PLUS loans and Sub/Unsub loans that are added and originated) MPN ID (field 121) must be entered when this field contains S or P Blank is default</p>	Left
30	216	216	1		Disclosure Statement Print Indicator	<p>N = School prints (save as O) Y = COD System prints (save as S) Blank = Use value in Direct Loan School setup</p>	Left
31	217	217	1		Borrower's Loan Default/Grant Overpayment	<p>Y = Yes N = No Z = Overridden by School</p>	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
32	218	218	1		Additional Unsub Preprofessional or Teacher Certification? (Unsub only)	Y = Yes Blank = No  Cannot be Yes when Additional Unsub Eligibility for Health Profession Programs? (field 35) contains Y (yes)  Student's College Grade Level (field 27) must equal 5	Left
33	219	222	4		Filler	Blank	Left
34	223	227	5		Loan Amount Approved	Numeric >= 0	Right
35	228	228	1		Additional Unsub Eligibility for Health Profession Programs (Unsub only)	Y = Yes Blank = No  Cannot be Yes when Additional Unsub Preprofessional or Teacher Certification? (field 32) contains Y (yes)	Left
36	229	229	1		Credit Requirements Met (Grad PLUS/PLUS only) Indicates whether the borrower has completed all necessary credit-related requirements to receive actual disbursements	Y = Yes Blank = No	Left
37	230	237	8		Credit Decision Date (Grad PLUS/PLUS only) The date a credit decision is obtained through the COD System Web site	19000101 through the current date Can be blank CCYYMMDD	Right
38	238	238	1		Disclosure Printed? Has a disclosure statement been printed by the school?	Y = Disclosure printed N = Disclosure not printed or ready to reprint Blank = EDEExpress sets to N Default is N	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
39	239	254	16	P*	Student's Last Name (PLUS only)	0 to 9 Uppercase A to Z Space(s) (Period) ' (Apostrophe) (Dash) If non-blank, first character must contain a letter and second character must be non-numeric Spaces in first characters are valid, leading spaces will be trimmed  *For Loan Type P, Student's First or Student's Last Name must be non-blank to save.	Left
40	255	266	12	P*	Student's First Name (PLUS only)	0 to 9 Uppercase A to Z Space(s) (Period) ' (Apostrophe) (Dash) If non-blank, first character must contain a letter Spaces in first characters are valid, leading spaces will be trimmed  *For Loan Type P, Student's First or Student's Last Name must be non-blank to save.	Left
41	267	267	1		Student's Middle Initial (PLUS only)	Uppercase A to Z Can be blank	Left
42	268	268	1		Student's Citizenship (PLUS only)	1 = U.S. Citizen 2 = Eligible Noncitizen Can be blank*  *PLUS loans can be saved but not originated if this value is blank. Blank is valid on Sub/Unsub/Grad PLUS Loan origination records or Sub/Unsub/Grad PLUS Loan change records.	Left
43	269	277	9		Student's Alien Registration Number (PLUS only)	000000000 to 999999999	Left
44	278	285	8	P	Student's Date of Birth (PLUS only)	19180101 to 20091231 CCYYMMDD	Date

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
45	286	286	1		Student's Loan Default/Grant Overpayment (PLUS only)	Y = Yes N = No Z = Overridden by School	Left
46	287	290	4		Disbursement Profile Code	0 to 9 Uppercase A to Z Space(s) Can be blank If the first position is blank and the second position is filled, the value in the second position is stored in the first position in the database	Left
47	291	325	35		Student's Local Address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank Local Address is not required, but if provided, record must contain at least two of the four Local Address fields	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
48	326	341	16		Student's Local Address City	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank Local Address is not required, but if provided, record must contain at least two of the four Local Address fields	Left
49	342	343	2		Student's Local Address State	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank Local Address is not required, but if provided, record must contain at least two of the four Local Address fields.	Left
50	344	352	9		Student's Local Zip Code	000000000 to 999999999 Spaces Last 4 digits can be blank Can be blank If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT, EDExpress stores 00000 as the Zip Code. See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Local Address is not required, but if provided, record must contain at least two of the four Local Address fields.	Left
51	353	353	1		Dependency Status	I = Independent D = Dependent  For PLUS loans made to parent borrowers, this value must be D. For PLUS loans made to graduate/professional students, this value must be I. In order to select the Additional Unsub Eligibility for Dependent Student? checkbox, this value must be D.	Left



Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
52	354	354	1		Additional Unsubsidized Loan Flag (Unsub only)	Y= Yes N = No Can be blank	Left
53	355	404	50		Student's E-mail Address 1	<b>One and only one "at" sign (@) allowed.</b> Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " ' @   Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank	Left
54	405	409	5	G/S/P	Interest Rebate Percentage	For Subsidized/Unsubsidized: 01500 for 1.5% (first disbursement prior to July 1, 2009) 01000 for 1.0% (first disbursement on or after July 1, 2009) 00500 for 0.5% (first disbursement on or after July 1, 2010) 00000 for 0.0% (first disbursement on or after July 1, 2012)  For Grad PLUS/PLUS: 01500 for 1.5% (first disbursement prior to July 1, 2012) 00000 for 0.0% (first disbursement on or after July 1, 2012)  Implied decimal between second and third position from the left	Left
55	410	417	8		Entrance Interview Date	19000101 through the current date Can be blank CCYYMMDD	Date
56	418	425	8		Academic Year Start Date	On or before 20180630 Cannot be blank if Disbursement Profile Code is blank CCYYMMDD	Date
57	426	433	8		Academic Year End Date	On or after 20170701 Cannot be blank if Disbursement Profile Code is blank CCYYMMDD	Date

## Direct Loan Combination Layouts

## DIEA180P: Direct Loan External Import Loan Origination Add File (Batch Type #0)

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
58	434	441	8		Loan Period Start Date	Cannot be blank if Disbursement Profile Code is blank CCYYMMDD Must be prior to Loan Period End Date Must occur on or after Academic Year Start Date Must occur on or before the Academic Year End Date	Date
59	442	449	8		Loan Period End Date	Cannot be blank if Disbursement Profile Code is blank CCYYMMDD Must occur on or after Academic Year Start Date Must occur on or before the Academic Year End Date	Date
60	450	457	8		Signed MPN Received Date	19000101 to 20991231 Must be blank unless the MPN Status is "S" CCYYMMDD	Date
61	458	465	8		1 <sup>st</sup> Disbursement Anticipated Date	20140621 to 20211228 Cannot be blank if Disbursement Profile Code is blank CCYYMMDD	Date
62	466	473	8		1 <sup>st</sup> Disbursement Anticipated Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
63	474	481	8		1 <sup>st</sup> Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements. Valid date must fall within the loan period Can be blank; if blank, EDEExpress uses the Payment Period Start Date associated with the first disbursement date in the Disbursement Profile assigned to the record CCYYMMDD	Date
64	482	489	8		2 <sup>nd</sup> Disbursement Anticipated Date	20140621 to 20211228 Cannot be blank if Disbursement Profile Code is blank Special schools only: Second Disbursement Anticipated Date is not required and this field can be blank if Disbursement Profile Code is blank CCYYMMDD	Date

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
65	490	497	8		2 <sup>nd</sup> Disbursement Anticipated Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
66	498	505	8		2 <sup>nd</sup> Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements. Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the second disbursement date in the Disbursement Profile assigned to the record CCYYMMDD	Date
67	506	513	8		3 <sup>rd</sup> Disbursement Anticipated Date	20140621 to 20211228 Can be blank CCYYMMDD	Date
68	514	521	8		3 <sup>rd</sup> Disbursement Anticipated Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
69	522	529	8		3 <sup>rd</sup> Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements. Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the third disbursement date in the Disbursement Profile assigned to the record CCYYMMDD	Date
70	530	537	8		4 <sup>th</sup> Disbursement Anticipated Date	20140621 to 20211228 Can be blank CCYYMMDD	Date

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
71	538	545	8		4 <sup>th</sup> Disbursement Anticipated Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
72	546	553	8		4 <sup>th</sup> Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements. Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the fourth disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
73	554	561	8		5 <sup>th</sup> Disbursement Anticipated Date	20140621 to 20211228 Can be blank CCYYMMDD	Date
74	562	569	8		5 <sup>th</sup> Disbursement Anticipated Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
75	570	577	8		5 <sup>th</sup> Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements. Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the fifth disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
76	578	585	8		6 <sup>th</sup> Disbursement Anticipated Date	20140621 to 20211228 Can be blank CCYYMMDD	Date

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
77	586	593	8		6 <sup>th</sup> Disbursement Anticipated Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
78	594	601	8		6 <sup>th</sup> Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements.  Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the sixth disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
79	602	609	8		7 <sup>th</sup> Disbursement Anticipated Date	20140621 to 20211228 Can be blank CCYYMMDD	Date
80	610	617	8		7 <sup>th</sup> Disbursement Anticipated Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
81	618	625	8		7 <sup>th</sup> Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements.  Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the seventh disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
82	626	633	8		8 <sup>th</sup> Disbursement Anticipated Date	20140621 to 20211228 Can be blank CCYYMMDD	Date

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
83	634	641	8		8 <sup>th</sup> Disbursement Anticipated Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
84	642	649	8		8 <sup>th</sup> Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements.  Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the eighth disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
85	650	657	8		9 <sup>th</sup> Disbursement Anticipated Date	20140621 to 20211228 Can be blank CCYYMMDD	Date
86	658	665	8		9 <sup>th</sup> Disbursement Anticipated Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
87	666	673	8		9 <sup>th</sup> Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements.  Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the ninth disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
88	674	681	8		10 <sup>th</sup> Disbursement Anticipated Date	20140621 to 20211228 Can be blank CCYYMMDD	Date

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
89	682	689	8		10 <sup>th</sup> Disbursement Anticipated Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
90	690	697	8		10 <sup>th</sup> Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements.  Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the 10 <sup>th</sup> disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
91	698	705	8		11 <sup>th</sup> Disbursement Anticipated Date	20140621 to 20211228 Can be blank CCYYMMDD	Date
92	706	713	8		11 <sup>th</sup> Disbursement Anticipated Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
93	714	721	8		11 <sup>th</sup> Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements.  Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the 11 <sup>th</sup> disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
94	722	729	8		12 <sup>th</sup> Disbursement Anticipated Date	20140621 to 20211228 Can be blank CCYYMMDD	Date

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
95	730	737	8		12 <sup>th</sup> Disbursement Anticipated Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
96	738	745	8		12 <sup>th</sup> Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements.  Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the 12 <sup>th</sup> disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
97	746	753	8		13 <sup>th</sup> Disbursement Anticipated Date	20140621 to 20211228 Can be blank CCYYMMDD	Date
98	754	761	8		13 <sup>th</sup> Disbursement Anticipated Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
99	762	769	8		13 <sup>th</sup> Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements.  Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the 13 <sup>th</sup> disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
100	770	777	8		14 <sup>th</sup> Disbursement Anticipated Date	20140621 to 20211228 Can be blank CCYYMMDD	Date



Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
101	778	785	8		14 <sup>th</sup> Disbursement Anticipated Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
102	786	793	8		14 <sup>th</sup> Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements.  Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the 14 <sup>th</sup> disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
103	794	801	8		15 <sup>th</sup> Disbursement Anticipated Date	20140621 to 20211228 Can be blank CCYYMMDD	Date
104	802	809	8		15 <sup>th</sup> Disbursement Anticipated Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
105	810	817	8		15 <sup>th</sup> Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements.  Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the 15 <sup>th</sup> disbursement date in the Disbursement Profile record assigned to the record. CCYYMMDD	Date
106	818	825	8		16 <sup>th</sup> Disbursement Anticipated Date	20140621 to 20211228 Can be blank CCYYMMDD	Date

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
107	826	833	8		16 <sup>th</sup> Disbursement Anticipated Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
108	834	841	8		16 <sup>th</sup> Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements.  Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the 16 <sup>th</sup> disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
109	842	849	8		17 <sup>th</sup> Disbursement Anticipated Date	20140621 to 20211228 Can be blank CCYYMMDD	Date
110	850	857	8		17 <sup>th</sup> Disbursement Anticipated Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
111	858	865	8		17 <sup>th</sup> Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements.  Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the 17 <sup>th</sup> disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
112	866	873	8		18 <sup>th</sup> Disbursement Anticipated Date	20140621 to 20211228 Can be blank CCYYMMDD	Date

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
113	874	881	8		18 <sup>th</sup> Disbursement Anticipated Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
114	882	889	8		18 <sup>th</sup> Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements.  Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the 18 <sup>th</sup> disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
115	890	897	8		19 <sup>th</sup> Disbursement Anticipated Date	20140621 to 20211228 Can be blank CCYYMMDD	Date
116	898	905	8		19 <sup>th</sup> Disbursement Anticipated Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
117	906	913	8		19 <sup>th</sup> Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements.  Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the 19 <sup>th</sup> disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
118	914	921	8		20 <sup>th</sup> Disbursement Anticipated Date	20140621 to 20211228 Can be blank CCYYMMDD	Date

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
119	922	929	8		20 <sup>th</sup> Disbursement Anticipated Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
120	930	937	8		20 <sup>th</sup> Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements.  Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the 20 <sup>th</sup> disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
121	938	958	21		MPN ID	Example: 999999999X18X99999001  Student's Social Security Number = 001010001 to 999999999 Loan Type = X, where X equals: M = Sub/Unsub MPN N = PLUS /Grad PLUS MPN  Program Year = 00 to 18 (for 2017-2018) School Code = X00000 to X99999 where X = G or E Loan Sequence Number = 001 to 999 Can be blank for all loan types when MPN Status is T or blank (is not S or P)	Left
122	959	964	6		Created Time Time when the record was created	000000 to 235959 Format is HHMMSS HH = 00 to 23 MM = 00 to 59 SS = 00 to 59 Can be blank	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
123	965	972	8		User Identifier Create	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) Can be blank	Right
124	973	974	2		CPS Transaction Number	01 to 99 A valid two character CPS transaction number	Left
125	975	982	8		Loan Exit Counseling Completed Date	Format is CCYYMMDD 19000101 to 20991231 Can be blank CCYYMMDD	Date
126	983	1032	50		Student's E-mail Address 2	<b>One and only one "at" sign (@) allowed.</b> Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @   Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank	Left
127	1033	1042	10		PLUS Application ID	0000000000 to 9999999999 Can be blank	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
128	1043	1050	8	G/S/P	<p>Loan Enroll OPE ID</p> <p>Must be Enroll OPE ID associated with DL Code in COD School Setup (Direct Loan) in EDEExpress.</p> <p>Can be different value than Enroll OPE ID(s) submitted on individual anticipated/actual disbursements.</p> <p>Loan Enroll OPE ID is not submitted to COD System.</p>	00000000 to 99999999	Left
129	1051	1075	25	G/S/P	Program Profile Code	<p><b>New for 2017-2018!</b> You are now required to provide a Program Profile Code each time you create a loan record in EDEExpress. The Program Profile Code is for school use only and is not submitted to the COD System.</p> <p>0 to 9 Uppercase A to Z Space (valid for all characters except first character)</p> <p>Must match Program Profile Code established in Program Profiles setup in EDEExpress</p> <p>Controls values provided to the COD System for the Direct Loan disbursement record for the following fields associated with the Program Profile:</p> <ul style="list-style-type: none"> <li>• Program Credential Level</li> <li>• Published Program Length</li> <li>• Published Program Length Unit (Weeks, Months, or Years)</li> <li>• Special Programs</li> <li>• Weeks Program Academic Year</li> <li>• CIP Code</li> <li>• CIP Code Year</li> </ul>	Left
130	1076	1077	2		Filler	Blank	

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
131	1078	1080	3		Subsidized Usage Limit Applies	<p>The Subsidized Usage Limit Applies field may be Yes only if the student has at least one Direct Loan with an earliest disbursement date of July 1 2013 or later, and the borrower does not have an outstanding principal balance on a Direct Subsidized, Direct Unsubsidized, Direct PLUS loan (Parent PLUS or Grad PLUS), FFEL loan, consolidation and/or converted TEACH Grant in the NSLDS system as of the date the borrower receives a disbursement of a Direct Loan of any type or the date a TEACH Grant is converted to a loan.</p> <p>Yes = Subsidized Usage Limit Applies            No = Subsidized Usage Limit Does Not Apply            Can be blank (EDEXpress field value will be set to default of No if blank)</p>	Left
132	1081	1081	1	G/S/P	Enrollment Status	<p>You must provide the student's current Enrollment Status value with each Direct Loan anticipated or actual disbursement record for all loan types.</p> <p>Use this field to add the Enrollment Status value on the Origination (Direct Loan) tab. When creating new Direct Loan records, the Enrollment Status you provide in this field is used automatically as the Enrollment Status on each anticipated disbursement record created for the loan record. The Enrollment Status is required to originate Direct Loan records in EDEXpress.</p> <p>F = Full-time enrollment            Q = Three-quarters-time enrollment            H = Half-time enrollment</p>	Left
133	1082	1089	8		Enrollment Status Effective Date	<p><b>New for 2017-2018!</b> The Enrollment Status Effective Date indicates the effective date for the Enrollment Status associated with the loan record. This field is optional for Direct Loan records and is not required by the COD System for the 2017-2018 Award Year.</p> <p>CCYYMMDD            Blank</p>	
134	1090	1097	8		Program Attendance Begin Date	<p><b>New for 2017-2018!</b> The Program Attendance Begin Date indicates the date the student begin attending classes for the program associated with the loan record. This field is optional for Direct Loan records and is not required or stored by the COD System for the 2017-2018 Award Year.</p> <p>CCYYMMDD            Blank</p>	
138	1098	1100	3		Filler	Blank	Left

**Direct Loan Combination Layouts****DIEA18OP: Direct Loan External Import Loan Origination Add File (Batch Type #0)**

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
			<b>1100</b>		<b>Total Bytes</b>		



### ***DIEC18OP: Direct Loan External Import Change Record (Batch Type #P)***

The table below is a description of the External Import Change Record. This table represents the layout of the record that imports into EDEExpress from external sources to change data on an origination record. A table listing the Import Change Table Values for the Change Field Transmit Numbers follows this record layout.

Field #	Start	End	Field Length	Field Name/Description	Valid Field Content	Justify
1	1	21	21	Loan Identifier Unique Identifier created at the time of origination	Example: 999999999X18X99999001  Student's Social Security Number = 001010001 to 999999999 Loan Type = X, where X equals: S = Subsidized U = Unsubsidized P = PLUS/Grad PLUS Program Year = 18 (for 2017-2018) School Code = X00000 to X99999 where X = G or E Loan Sequence Number = 001 to 999	Left
2	22	26	5	Sequence Number Sequence number of this change record	Numeric > 0	Right
3	27	30	4	Change Field Number 01 Field number representing the first field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout.	Left
4	31	80	50	Value 01 Value the field should be changed to	See appropriate value for Change Field Number in previous field.	Left
5	81	84	4	Change Field Number 02 Field number representing the second field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
6	85	134	50	Value 02 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left

**Direct Loan Combination Layouts**
**DIEC180P: Direct Loan External Import Change Record (Batch Type #P)**

Field #	Start	End	Field Length	Field Name/Description	Valid Field Content	Justify
7	135	138	4	Change Field Number 03 Field number representing the third field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
8	139	188	50	Value 03 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left
9	189	192	4	Change Field Number 04 Field number representing the fourth field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
10	193	242	50	Value 04 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left
11	243	246	4	Change Field Number 05 Field number representing the fifth field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
12	247	296	50	Value 05 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left
13	297	300	4	Change Field Number 06 Field number representing the sixth field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
14	301	350	50	Value 06 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left

**Direct Loan Combination Layouts**
**DIEC180P: Direct Loan External Import Change Record (Batch Type #P)**

Field #	Start	End	Field Length	Field Name/Description	Valid Field Content	Justify
15	351	354	4	Change Field Number 07 Field number representing the seventh field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
16	355	404	50	Value 07 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left
17	405	408	4	Change Field Number 08 Field number representing the eighth field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
18	409	458	50	Value 08 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left
19	459	462	4	Change Field Number 09 Field number representing the ninth field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
20	463	512	50	Value 09 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left
21	513	516	4	Change Field Number 10 Field number representing the tenth field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
22	517	566	50	Value 10 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left

**Direct Loan Combination Layouts**
**DIEC18OP: Direct Loan External Import Change Record (Batch Type #P)**

Field #	Start	End	Field Length	Field Name/Description	Valid Field Content	Justify
23	567	572	6	Created Time Time when the record was created This data is not stored in the EDEExpress database	000000 to 235959 Format is HHMMSS HH = 00 to 23 MM = 00 to 59 SS = 00 to 59 Can be blank	Right
24	573	580	8	User Identifier Create School use only field and not stored in the EDEExpress database	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) Can be blank	Right
		<b>580</b>		<b>Total Bytes</b>		

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## Direct Loan, Origination External Import Change Field Numbers Sorted by Field Name Alphabetically

This table provides the change number fields to use for the External Import Change Record for loan origination. This table is sorted alphabetically and is the same table that appears at the end of this section, which is sorted by DL Change Number.

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S038	8	1 <sup>st</sup> Disbursement Anticipated Date Anticipated disbursement date for the 1 <sup>st</sup> disbursement	20140621 to 20211228 CCYYMMDD
S040	8	1 <sup>st</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S039	5	1 <sup>st</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 1 <sup>st</sup> disbursement	Numeric > = 0
S041	8	1 <sup>st</sup> Payment Period Start Date Payment Period Start Date associated with 1 <sup>st</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S048	8	2 <sup>nd</sup> Disbursement Anticipated Date Anticipated disbursement date for the 2 <sup>nd</sup> disbursement	20140621 to 20211228 CCYYMMDD
S050	8	2 <sup>nd</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S049	5	2 <sup>nd</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 2 <sup>nd</sup> disbursement	Numeric > = 0
S051	8	2 <sup>nd</sup> Payment Period Start Date Payment Period Start Date associated with 2 <sup>nd</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S058	8	3 <sup>rd</sup> Disbursement Anticipated Date Anticipated disbursement date for the 3 <sup>rd</sup> disbursement	20140621 to 20211228 CCYYMMDD
S060	8	3 <sup>rd</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S059	5	3 <sup>rd</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 3 <sup>rd</sup> disbursement	Numeric > = 0
S061	8	3 <sup>rd</sup> Payment Period Start Date Payment Period Start Date associated with 3 <sup>rd</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S068	8	4 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 4 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD

**Direct Loan Combination Layouts**

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S070	8	4 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S069	5	4 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 4 <sup>th</sup> disbursement	Numeric > = 0
S071	8	4 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 4 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S130	8	5 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 5 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S132	8	5 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S131	5	5 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 5 <sup>th</sup> disbursement	Numeric > = 0
S133	8	5 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 5 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S134	8	6 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 6 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S136	8	6 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S135	5	6 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 6 <sup>th</sup> disbursement	Numeric > = 0
S137	8	6 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 6 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S138	8	7 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 7 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S140	8	7 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S139	5	7 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 7 <sup>th</sup> disbursement	Numeric > = 0
S141	8	7 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 7 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD

**Direct Loan, Origination External Import Change Field Numbers Sorted by Field Name Alphabetically**

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S142	8	8 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 8 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S144	8	8 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S143	5	8 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 8 <sup>th</sup> disbursement	Numeric > = 0
S145	8	8 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 8 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S146	8	9 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 9 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S148	8	9 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S147	5	9 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 9 <sup>th</sup> disbursement	Numeric > = 0
S149	8	9 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 9 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S150	8	10 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 10 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S152	8	10 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S151	5	10 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 10 <sup>th</sup> disbursement	Numeric > = 0
S153	8	10 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 10 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S154	8	11 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 11 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S156	8	11 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S155	5	11 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 11 <sup>th</sup> disbursement	Numeric > = 0



**Direct Loan Combination Layouts**

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S157	8	11 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 11 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S158	8	12 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 12 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S160	8	12 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S159	5	12 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 12 <sup>th</sup> disbursement	Numeric > = 0
S161	8	12 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 12 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S162	8	13 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 13 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S164	8	13 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S163	5	13 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 13 <sup>th</sup> disbursement	Numeric > = 0
S165	8	13 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 13 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S166	8	14 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 14 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S168	8	14 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S167	5	14 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 14 <sup>th</sup> disbursement	Numeric > = 0
S169	8	14 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 14 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S170	8	15 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 15 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S172	8	15 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999

**Direct Loan, Origination External Import Change Field Numbers Sorted by Field Name Alphabetically**

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S171	5	15 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 15 <sup>th</sup> disbursement	Numeric > = 0
S173	8	15 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 15 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S174	8	16 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 16 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S176	8	16 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S175	5	16 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 16 <sup>th</sup> disbursement	Numeric > = 0
S177	8	16 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 16 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S178	8	17 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 17 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S180	8	17 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S179	5	17 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 17 <sup>th</sup> disbursement	Numeric > = 0
S181	8	17 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 17 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S182	8	18 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 18 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S184	8	18 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S183	5	18 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 18 <sup>th</sup> disbursement	Numeric > = 0
S185	8	18 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 18 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S186	8	19 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 19 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD

**Direct Loan Combination Layouts**

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S188	8	19 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S187	5	19 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 19 <sup>th</sup> disbursement	Numeric > = 0
S189	8	19 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 19 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S190	8	20 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 20 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S192	8	20 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S191	5	20 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 20 <sup>th</sup> disbursement	Numeric > = 0
S196	8	20 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 20 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S122	8	Academic Year End Date Date the academic year ends at the institution	On or after 20170701 CCYYMMDD
S121	8	Academic Year Start Date Date the academic year starts at the institution	On or before 20180630 CCYYMMDD
D007	6	Action Amount Reported Disbursement Amount	-99999 to 099999 (leading zero can be blank) Negative values only valid if Net Adjusted Amount? (D006) is Y (Yes)
D009	8	Action Date Date the disbursement adjustment is made at the school	CCYYMMDD
S123	1	Additional Unsubsidized Eligibility for Dependent Student (unsub only) Indicates whether or not there is additional unsubsidized eligibility for a dependent student	Y = Yes N or blank = No
S110	1	Additional Unsubsidized Eligibility for Health Profession Programs (unsub only) This was formerly a HEAL Loan	Y = Yes N or blank = No
S120	1	Additional Unsub Preprofessional or Teacher Certification? (unsub only)	Y = Yes N or blank = No
S019	9	Borrower's Alien Registration Number Borrower's alien registration number if eligible non-citizen	000000001 to 999999999

**Direct Loan, Origination External Import Change Field Numbers Sorted by Field Name Alphabetically**

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S018	1	Borrower's Citizenship Borrower's citizenship status	1 = U.S. Citizen 2 = Eligible Noncitizen 3 = Ineligible Noncitizen (Valid for Grad PLUS/Sub/Unsub loan change records)
S016	8	Borrower's Date of Birth Borrower's date of birth	19180101 to 20091231 CCYYMMDD
S107	8	Borrower's Date of Birth Change Date Date the Borrower's Date of Birth updated	19000101 to 20991231 CCYYMMDD If S016 is updated and this field is not included, EDEExpress is updated with the current system date
S015	20	Borrower's Driver's License Number Borrower's driver's license number	0 to 9 Uppercase A to Z Space(s) - (Dash) * (Asterisk) but not in first position, entire field cannot consist of all asterisks
S014	2	Borrower's Driver's License State Borrower's driver's license state	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.
S006	12	Borrower's First Name Borrower's first name	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) Space(s)
S007	16	Borrower's Last Name Borrower's last name	0 to 9 Uppercase A to Z Space(s) . (Period) ' (Apostrophe) - (Dash) A to Z in the first position If non-blank, first position must contain a letter and second position must be non-numeric. Spaces in first characters are valid, leading spaces will be trimmed.
S022	1	Borrower's Loan Default/ Grant Overpayment Is the borrower in default on a Title IV loan or does the borrower owe a refund on a Title IV grant?	Y = Yes N = No Z = Overridden by School
S008	1	Borrower's Middle Initial Borrower's middle initial	Uppercase A to Z
S009	35	Borrower's Permanent Address First line of the borrower's permanent address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) , (Comma) Space(s)

**Direct Loan Combination Layouts**

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S104	8	Borrower's Permanent Address Change Date Date the Borrower's Permanent Address updated	19000101 to 20991231 CCYYMMDD If Permanent Address field is updated and this field is not included, EDEExpress is updated with the current system date
S010	16	Borrower's Permanent Address City Borrower's permanent address city	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) , (Comma) Space(s)
S011	2	Borrower's Permanent Address State Borrower's permanent address state	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.
S012	9	Borrower's Permanent Zip Code Borrower's permanent zip code	000000000 to 999999999 Last 4 digits can be blank If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDEExpress stores 00000 as the Zip Code.
S005	9	Borrower's Social Security Number Borrower's current Social Security Number	001010001 to 999999999
S106	8	Borrower's Social Security Number Change Date Date the Borrower's SSN updated	19000101 to 20991231 CCYYMMDD If S005 is updated and this field is not included, EDEExpress is updated with the current system date.
S013	10	Borrower's Telephone Number Borrower's home telephone number	0000000000 to 9999999999
S195	2	CPS Transaction Number	01 to 99
P011	8	Credit Decision Date (Grad PLUS/PLUS only) Indicates the date the credit decision was made	19000101 through the current date Can be blank CCYYMMDD
P010	1	Credit Requirements Met (Grad PLUS/PLUS only) Indicates whether the borrower has completed all necessary credit-related requirements to receive actual disbursements	Y = Yes Blank = No
S017	1	Dependency Status Dependency status of the student	I = Independent D = Dependent
D004	8	Disbursement Date Indicates the actual disbursement date	20140621 to 20211228 CCYYMMDD
D003	2	Disbursement Number Disbursement number for the current disbursement transaction	01 to 20

**Direct Loan, Origination External Import Change Field Numbers Sorted by Field Name Alphabetically**

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S031	4	Disbursement Profile Code Code used by EDEExpress to determine loan period start and end dates and appropriate disbursement dates	0 to 9 Uppercase A to Z
S118	1	Disclosure Printed? Indicates whether or not a disclosure was printed using EDEExpress	Y = Disclosure printed N = Disclosure not printed
S115	1	Disclosure Statement Print Indicator Disclosure statement print option used for this record	Y = COD prints N = School prints Z = COD reprints
D010	8	Enroll OPE ID Enrollment OPE ID associated with this disbursement.  The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S020	1	Enrollment Status The Enrollment Status associated with the loan record's Origination (Direct Loan) tab in EDEExpress. This field must be updated to modify the Enrollment Status associated with anticipated or actual disbursements.	F = Full-time enrollment Q = Three-quarters-time enrollment H = Half-time enrollment
S027	8	Enrollment Status Effective Date <b>New for 2017-2018!</b> Date that the Enrollment Status value associated with the loan record is effective	CCYYMMDD
S109	8	Entrance Interview Date Indicates the date the student received entrance counseling	19000101 to 20991231 CCYYMMDD
S193	5	Interest Rebate Percentage Percentage to be used for this record; for example, 01500 for 1.5% (implied decimal between the second and third position from the left)	00000 to 99999
S029	5	Loan Amount Approved Total maximum amount for which the borrower is eligible	Numeric > = 0
S108	8	Loan Exit Counseling Completed Date	19000101 to 20991231 CCYYMMDD
S090	1	Loan Inactive Flag Indicates the loan is inactive	Y = Yes Blank = Reactivate the loan
S091	8	Loan Inactive Flag Date Indicates the date the loan was made inactive	19000101 to 20991231 CCYYMMDD
S033	8	Loan Period End Date Date when classes end, as certified by the school for this specific loan	CCYYMMDD
S032	8	Loan Period Start Date Date when classes begin, as certified by the school for this specific loan	CCYYMMDD

**Direct Loan Combination Layouts**

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S194	21	MPN ID	<p>Example: 999999999X18X99999001</p> <p>Student's Social Security Number = 001010001 to 999999999  Loan Type = X, where X equals:  M = Sub/Unsub MPN  N = PLUS /Grad PLUS MPN</p> <p>Program Year = 00 to 18 (for 2017-2018)  School Code = X00000 to X99999 where X = G or E  Loan Sequence Number = 001 to 999</p>
S083	1	MPN Print Indicator MPN print option used for this record	<p>S = COD Prints (Send to Borrower)  R = Onsite/Other  O = On-site (EDEXpress)  F = On-site (Custom System)  Z = COD Reprint (Send to Borrower)  V = COD Reprints (Send to School) (valid only on Loan Origination Change records)</p>
S085	8	MPN Received Date Date on which the signed MPN was received from the borrower and verified by the school	<p>19000101 to 20991231  CCYYMMDD</p>
S117	1	MPN Status The status of the MPN	<p>T = Assumes the borrower has an open MPN at the COD System  S = MPN is signed  P = MPN is printed</p>
D006	1	Net Adjustment Amount? Indicates the Action Amount (D007) value should be considered the net positive or negative adjustment to the Action Amount of the prior sequence number for an actual disbursement	<p>Y = Yes</p> <p><b>Note:</b> If you omit this change field number from your file or provide a blank value for it, EDEXpress considers the Action Amount (D007) change field value, if included, as the new gross or net disbursement amount for the actual disbursement sequence number you are adding based on the Actual Disbursement Type value (G or N) you selected in School setup.</p>
S116	5	Origination Fee Percentage Origination fee percentage to be used for this record; for example, 04000 (implied decimal between the second and third position from the left)	Numeric > 0
D008	8	Payment Period Start Date Indicates the actual disbursement's Payment Period Start Date	<p>Valid date must fall within the loan period for all disbursements with an amount greater than \$0  CCYYMMDD</p>
P012	10	PLUS Application ID (Grad PLUS/PLUS only)	<p>0000000000 to 9999999999  Can be blank</p>
S028	8	Program Attendance Begin Date <b>New for 2017-2018!</b> Date that the student began attending classes for the program the loan record is associated with	CCYYMMDD
S023	25	Program Profile Code Code associated with Program Profile established in EDEXpress Setup	<p>0 to 9  Uppercase A to Z  Space (valid for all characters except 1st character)</p>

**Direct Loan, Origination External Import Change Field Numbers Sorted by Field Name Alphabetically**

DL Change Number	Field Length	Field Name/Description	Valid Field Content
P008	9	Student's Alien Registration Number (PLUS only) Student's alien registration number, if eligible non-citizen	000000001 to 999999999
P007	1	Student's Citizenship (PLUS only) Student's citizenship status	1 = U.S. Citizen 2 = Eligible Noncitizen 3 = Ineligible Noncitizen (valid only for PLUS loan change records)
S026	1	Student's College Grade Level Indicates the student's current college grade level in the program or college	0 = 1 <sup>st</sup> year, never attended college 1 = 1 <sup>st</sup> year, attended college before 2 = 2 <sup>nd</sup> year/sophomore 3 = 3 <sup>rd</sup> year/junior 4 = 4 <sup>th</sup> year/senior 5 = 5 <sup>th</sup> year or more undergraduate 6 = 1 <sup>st</sup> year graduate/professional 7 = Graduate/professional or beyond
P006	8	Student's Date of Birth (PLUS only) Student's date of birth on PLUS record	19180101 to 20091231 CCYYMMDD
S126	50	Student's E-mail Address 1 E-mail address of the student	<b>One and only one "at" sign (@) allowed.</b> Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @   Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank
S127	50	Student's E-mail Address 2 E-mail address of the student	<b>One and only one "at" sign (@) allowed.</b> Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @   Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank
P003	12	Student's First Name (PLUS only) Student's first name	0 to 9 Uppercase A to Z ' (Apostrophe) - (Dash) . (Period) Space(s) Left justified alpha character in the first position



**Direct Loan Combination Layouts**

DL Change Number	Field Length	Field Name/Description	Valid Field Content
P004	16	Student's Last Name (PLUS only) Student's last name	0 to 9 Uppercase A to Z Space(s) (Period) ' (Apostrophe) (Dash) If non-blank, first character must contain a letter and second character must be non-numeric Spaces in first characters are valid, leading spaces will be trimmed
P009	1	Student's Loan Default/ Grant Overpayment (PLUS only) Is the student in default on a Title IV loan or does the student owe a refund on a Title IV grant?	Y = Yes N = No Z = Overridden by School
S100	35	Student's Local Address Student's first line of the local address	0 to 9 Uppercase A to Z (Period) ' (Apostrophe) (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) (Slash) , (Comma) Space(s)
S105	8	Student's Local Address Change Date Date the Student's Local Address updated	19000101 to 20991231 CCYYMMDD If Local Address field is updated and this field is not included, EDEExpress is updated with the current system date
S101	16	Student's Local Address City Student's local city	0 to 9 Uppercase A to Z (Period) ' (Apostrophe) (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) (Slash) , (Comma) Space(s)
S102	2	Student's Local Address State Student's local state	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.
S103	9	Student's Local Zip Code Student's local zip code	000000000 to 999999999 Last 4 digits can be blank If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDEExpress stores 00000 as the Zip Code.
P005	1	Student's Middle Initial (PLUS only) Student's middle initial	Uppercase A to Z

**Direct Loan, Origination External Import Change Field Numbers Sorted by Field Name Alphabetically**

DL Change Number	Field Length	Field Name/Description	Valid Field Content
P002	9	Student's Social Security Number Student's Social Security Number (PLUS only)	001010001 to 999999999
S037	3	Subsidized Usage Limit Applies Indicates whether the student meets the conditions for the 150% Direct Subsidized Loan Limit	Yes = Subsidized Usage Limit Applies No = Subsidized Usage Limit Does Not Apply

## Direct Loan, Origination External Import Change Field Numbers Sorted by DL Change Number

This table provides the change number fields to use for the External Import Change Record for loan origination. This table is sorted by DL Change Number and is the same table that appears at the beginning of this section, which is sorted alphabetically.

DL Change Number	Field Length	Field Name/Description	Valid Field Content
D003	2	Disbursement Number Disbursement number for the current disbursement transaction	01 to 20
D004	8	Disbursement Date Indicates the actual disbursement date	20140621 to 20211228 CCYYMMDD
D006	1	Net Adjustment Amount? Indicates the Action Amount (D007) value should be considered the net positive or negative adjustment to the Action Amount of the prior sequence number for an actual disbursement	Y = Yes  <b>Note:</b> If you omit this change field number from your file or provide a blank value for it, EDEExpress considers the Action Amount (D007) change field value, if included, as the new gross or net disbursement amount for the actual disbursement sequence number you are adding based on the Actual Disbursement Type value (G or N) you selected in School setup.
D007	6	Action Amount Reported disbursement amount	-99999 to 099999 (leading zero can be blank) Negative values only valid if Net Adjustment Amount? (D006) = Y
D008	8	Payment Period Start Date Indicates the actual disbursement's Payment Period Start Date	Valid date must fall within the loan period CCYYMMDD
D009	8	Action Date Date the disbursement adjustment is made at the school	CCYYMMDD
D010	8	Enroll OPE ID Enrollment OPE ID associated with this disbursement.  The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
P002	9	Student's Social Security Number Student's Social Security Number (PLUS only)	001010001 to 999999999
P003	12	Student's First Name (PLUS only) Student's first name	0 to 9 Uppercase A to Z ' (Apostrophe) - (Dash) . (Period) Space(s) Left justified with an A to Z in the first position

**Direct Loan, Origination External Import Change Field Numbers Sorted by DL Change Number**

DL Change Number	Field Length	Field Name/Description	Valid Field Content
P004	16	Student's Last Name (PLUS only) Student's last name	0 to 9 Uppercase A to Z Space(s) (Period) ' (Apostrophe) (Dash) If non-blank, first character must contain a letter and second character must be non-numeric Spaces in first characters are valid, leading spaces will be trimmed
P005	1	Student's Middle Initial (PLUS only) Student's middle initial	Uppercase A to Z
P006	8	Student's Date of Birth (PLUS only) Student's date of birth on PLUS record	19180101 to 20091231 CCYYMMDD
P007	1	Student's Citizenship (PLUS only) Student's citizenship status	1 = U.S. Citizen 2 = Eligible Noncitizen 3 = Ineligible Noncitizen (valid only for PLUS Loan change records)
P008	9	Student's Alien Registration Number (PLUS only) Student's alien registration number, if eligible non-citizen	000000001 to 999999999
P009	1	Student's Loan Default/Grant Overpayment (PLUS only) Is the student in default on a Title IV loan or does the student owe a refund on a Title IV grant?	Y = Yes N = No Z = Overridden by School
P010	1	Credit Requirements Met (Grad PLUS/PLUS only) Indicates whether the borrower has completed all necessary credit-related requirements to receive actual disbursements	Y = Yes Blank = No
P011	8	Credit Decision Date (Grad PLUS/PLUS only) Indicates the date the credit decision was made	19000101 through the current date Can be blank CCYYMMDD
P012	10	PLUS Application ID (Grad PLUS/PLUS only)	0000000000 to 9999999999 Can be blank
S005	9	Borrower's Social Security Number Borrower's current Social Security Number	001010001 to 999999999
S006	12	Borrower's First Name Borrower's first name	0 to 9 Uppercase A to Z (Period) ' (Apostrophe) (Dash) Space(s)

**Direct Loan Combination Layouts**

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S007	16	Borrower's Last Name Borrower's last name	0 to 9 Uppercase A to Z Space(s) (Period) ' (Apostrophe) (Dash) A to Z in the first position If non-blank, first position must contain a letter and second position must be non-numeric. Spaces in first characters are valid, leading spaces will be trimmed.
S008	1	Borrower's Middle Initial Borrower's middle initial	Uppercase A to Z
S009	35	Borrower's Address First line of the borrower's address	0 to 9 Uppercase A to Z (Period) ' (Apostrophe) (Dash) (Number) (At) (Percent or care of) (Ampersand) (Slash) (Comma) Space(s)
S010	16	Borrower's Permanent Address City Borrower's permanent address city	0 to 9 Uppercase A to Z (Period) ' (Apostrophe) (Dash) (Number) (At) (Percent or care of) (Ampersand) (Slash) (Comma) Space(s)
S011	2	Borrower's Permanent Address State Borrower's permanent address state	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.
S012	9	Borrower's Permanent Zip Code Borrower's permanent zip code	000000000 to 999999999 Last 4 digits can be blank If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDEExpress stores 00000 as the Zip Code.
S013	10	Borrower's Telephone Number Borrower's home telephone number	0000000000 to 9999999999
S014	2	Borrower's Driver's License State Borrower's driver's license state	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.

**Direct Loan, Origination External Import Change Field Numbers Sorted by DL Change Number**

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S015	20	Borrower's Driver's License Number Borrower's driver's license number	0 to 9 Uppercase A to Z Space(s) - (Dash) * (Asterisk) but not in first position, entire field cannot consist of all asterisks
S016	8	Borrower's Date of Birth Borrower's date of birth	19180101 to 20091231 CCYYMMDD
S017	1	Dependency Status Dependency status of the student	I = Independent D = Dependent
S018	1	Borrower's Citizenship Borrower's citizenship status	1 = U.S. Citizen 2 = Eligible Noncitizen 3 = Ineligible Noncitizen (valid for Subsidized/Unsubsidized loan change records)
S019	9	Borrower's Alien Registration Number Borrower's alien registration number if eligible non-citizen	000000000 to 999999999
S020	1	Enrollment Status The Enrollment Status associated with the loan record's Origination (Direct Loan) tab in EDEExpress. This field must be updated to modify the Enrollment Status associated with anticipated or actual disbursements.	F = Full-time enrollment Q = Three-quarters-time enrollment H = Half-time enrollment
S022	1	Borrower's Loan Default/ Grant Overpayment Is the borrower in default on a Title IV loan or does the borrower owe a refund on a Title IV grant?	Y = Yes N = No Z = Overridden by School
S023	25	Program Profile Code Code associated with Program Profile established in EDEExpress Setup	0 to 9 Uppercase A to Z Space (valid for all characters except 1st character)
S026	1	Student's College Grade Level Indicates the student's current college grade level in the program or college	0 = 1 <sup>st</sup> year, never attended college 1 = 1 <sup>st</sup> year, attended college before 2 = 2 <sup>nd</sup> year/sophomore 3 = 3 <sup>rd</sup> year/junior 4 = 4 <sup>th</sup> year/senior 5 = 5 <sup>th</sup> year or more undergraduate 6 = 1 <sup>st</sup> year graduate/professional 7 = Graduate/professional or beyond
S027	8	Enrollment Status Effective Date <b>New for 2017-2018!</b> Date that the Enrollment Status value associated with the loan record is effective	CCYYMMDD
S028	8	Program Attendance Begin Date <b>New for 2017-2018!</b> Date that the student began attending classes for the program the loan record is associated with	CCYYMMDD
S029	5	Loan Amount Approved Total maximum amount for which the borrower is eligible	Numeric > = 0
S031	4	Disbursement Profile Code Code used by EDEExpress to determine loan period start and end dates and appropriate disbursement dates	0 to 9 Uppercase A to Z

**Direct Loan Combination Layouts**

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S032	8	Loan Period Start Date Date when classes begin, as certified by the school for this specific loan	CCYYMMDD
S033	8	Loan Period End Date Date when classes end, as certified by the school for this specific loan	CCYYMMDD
S037	3	Subsidized Usage Limit Applies Indicates whether the student meets the conditions for the 150% Direct Subsidized Loan Limit	Yes = Subsidized Usage Limit Applies No = Subsidized Usage Limit Does Not Apply
S038	8	1 <sup>st</sup> Disbursement Anticipated Date Anticipated disbursement date for the 1 <sup>st</sup> disbursement	20140621 to 20211228 CCYYMMDD
S039	5	1 <sup>st</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 1 <sup>st</sup> disbursement	Numeric > = 0
S040	8	1 <sup>st</sup> Disbursement Anticipated Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S041	8	1 <sup>st</sup> Payment Period Start Date Payment Period Start Date associated with 1 <sup>st</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S048	8	2 <sup>nd</sup> Disbursement Anticipated Date Anticipated disbursement date for the 2 <sup>nd</sup> disbursement	20140621 to 20211228 CCYYMMDD
S049	5	2 <sup>nd</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 2 <sup>nd</sup> disbursement	Numeric > = 0
S050	8	2 <sup>nd</sup> Disbursement Anticipated Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S051	8	2 <sup>nd</sup> Payment Period Start Date Payment Period Start Date associated with 2 <sup>nd</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S058	8	3 <sup>rd</sup> Disbursement Anticipated Date Anticipated disbursement date for the 3 <sup>rd</sup> disbursement	20140621 to 20211228 CCYYMMDD
S059	5	3 <sup>rd</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 3 <sup>rd</sup> disbursement	Numeric > = 0
S060	8	3 <sup>rd</sup> Disbursement Anticipated Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S061	8	3 <sup>rd</sup> Payment Period Start Date Payment Period Start Date associated with 3 <sup>rd</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S068	8	4 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 4 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S069	5	4 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 4 <sup>th</sup> disbursement	Numeric > = 0
S070	8	4 <sup>th</sup> Disbursement Anticipated Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S071	8	4 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 4 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S083	1	MPN Print Indicator MPN print option used for this record	S = COD Prints (Send to Borrower) R = Onsite/Other O = On-site (EDEXpress) F = On-site (Custom System) Z = COD Reprint (Send to Borrower) V = COD Reprints (Sends to School) (valid only on Loan Origination Change records)
S085	8	MPN Received Date Date on which the signed MPN was received from the borrower and verified by the school	19000101 to 20991231 CCYYMMDD
S090	1	Loan Inactive Flag Indicates the loan is inactive	Y = Yes Blank = Reactivate the loan
S091	8	Loan Inactive Flag Date Indicates the date the loan was made inactive	19000101 to 20991231 CCYYMMDD
S100	35	Student's Local Address Student's first line of the local address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) , (Comma) Space(s)
S101	16	Student's Local Address City Student's local city	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) , (Comma) Space(s)



**Direct Loan Combination Layouts**

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S102	2	Student's Local Address State Student's local state	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.
S103	9	Student's Local Zip Code Student's local zip code	000000000 to 999999999 Last 4 digits can be blank If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDEExpress stores 00000 as the Zip Code.
S104	8	Borrower's Permanent Address Change Date Date the Borrower's Permanent Address updated	19000101 to 20991231 CCYYMMDD If Permanent Address field is updated and this field is not included, EDEExpress is updated with the current system date.
S105	8	Student's Local Address Change Date Date the Student's Local Address updated	19000101 to 20991231 CCYYMMDD If Local Address field is updated and this field is not included, EDEExpress is updated with the current system date.
S106	8	Borrower's SSN Change Date Date the Borrower's SSN updated	19000101 to 20991231 CCYYMMDD If S005 is updated and this field is not included, EDEExpress is updated with the current system date.
S107	8	Borrower's Date of Birth Change Date Date the Borrower's Date of Birth updated	19000101 to 20991231 CCYYMMDD If S016 is updated and this field is not included, EDEExpress is updated with the current system date.
S108	8	Loan Exit Counseling Completed Date	19000101 to 20991231 CCYYMMDD
S109	8	Loan Entrance Interview Date Indicates the date the student received entrance counseling	19000101 to 20991231 CCYYMMDD
S110	1	Additional Unsubsidized Eligibility for Health Profession Programs (Unsub only) Indicates that the borrower is receiving an additional unsubsidized loan amount for a Health Profession Program	Y = Yes N or blank = No
S115	1	Disclosure Statement Print Indicator Disclosure statement print option used for this record	Y = COD prints N = School prints Z = COD reprints
S116	5	Origination Fee Percentage Origination fee percentage to be used for this record; for example, 04000 (implied decimal between the second and third position from the left)	Numeric > 0
S117	1	MPN Status The status of the MPN	T = Assumes the borrower has an open MPN at the COD System S = MPN is signed P = MPN is printed
S118	1	Disclosure Printed? Indicates whether or not a disclosure was printed using EDEExpress	Y = Disclosure printed N = Disclosure not printed

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S120	1	Additional Unsub Preprofessional or Teacher Certification? (unsub only)	Y = Yes N or blank = No
S121	8	Academic Year Start Date Date the academic year starts at the institution	On or before 20180630 CCYYMMDD
S122	8	Academic Year End Date Date the academic year ends at the institution	On or after 20170701 CCYYMMDD
S123	1	Additional Unsubsidized Eligibility for Dependent Student (Unsubsidized only) Indicates that the dependent student is receiving additional unsubsidized loan eligibility	Y = Yes N or blank = No
S126	50	Student's E-mail Address 1 E-mail address of the student	<b>One and only one "at" sign (@) allowed.</b> Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @   Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank
S127	50	Student's E-mail Address 2 E-mail address of the student	<b>One and only one "at" sign (@) allowed.</b> Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @   Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank
S130	8	5 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 5 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S131	5	5 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 5 <sup>th</sup> disbursement	Numeric > = 0
S132	8	5 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S133	8	5 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 5 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD

**Direct Loan Combination Layouts**

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S134	8	6 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 6 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S135	5	6 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 6 <sup>th</sup> disbursement	Numeric > = 0
S136	8	6 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S137	8	6 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 6 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S138	8	7 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 7 <sup>th</sup> Disbursement	20140621 to 20211228 CCYYMMDD
S139	5	7 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 7 <sup>th</sup> disbursement	Numeric > = 0
S140	8	7 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S141	8	7 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 7 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S142	8	8 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 8 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S143	5	8 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 8 <sup>th</sup> disbursement	Numeric > = 0
S144	8	8 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S145	8	8 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 8 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S146	8	9 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 9 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S147	5	9 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 9 <sup>th</sup> disbursement	Numeric > = 0
S148	8	9 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999

**Direct Loan, Origination External Import Change Field Numbers Sorted by DL Change Number**

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S149	8	9 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 9 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S150	8	10 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 10 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S151	5	10 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 10 <sup>th</sup> disbursement	Numeric > = 0
S152	8	10 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S153	8	10 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 10 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S154	8	11 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 11 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S155	5	11 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 11 <sup>th</sup> disbursement	Numeric > = 0
S156	8	11 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S157	8	11 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 11 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S158	8	12 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 12 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S159	5	12 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 12 <sup>th</sup> disbursement	Numeric > = 0
S160	8	12 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S161	8	12 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 12 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S162	8	13 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 13 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S163	5	13 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 13 <sup>th</sup> disbursement	Numeric > = 0
S164	8	13 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999

**Direct Loan Combination Layouts**

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S165	8	13 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 13 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S166	8	14 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 14 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S167	5	14 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 14 <sup>th</sup> disbursement	Numeric > = 0
S168	8	14 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S169	8	14 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 14 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S170	8	15 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 15 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S171	5	15 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 15 <sup>th</sup> disbursement	Numeric > = 0
S172	8	15 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S173	8	15 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 15 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S174	8	16 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 16 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S175	5	16 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 16 <sup>th</sup> disbursement	Numeric > = 0
S176	8	16 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S177	8	16 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 16 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S178	8	17 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 17 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S179	5	17 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 17 <sup>th</sup> disbursement	Numeric > = 0

**Direct Loan, Origination External Import Change Field Numbers Sorted by DL Change Number**

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S180	8	17 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S181	8	17 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 17 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S182	8	18 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 18 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S183	5	18 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 18 <sup>th</sup> disbursement	Numeric > = 0
S184	8	18 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S185	8	18 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 18 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S186	8	19 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 19 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S187	5	19 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 19 <sup>th</sup> disbursement	Numeric > = 0
S188	8	19 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S189	8	19 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 19 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD
S190	8	20 <sup>th</sup> Disbursement Anticipated Date Anticipated disbursement date for the 20 <sup>th</sup> disbursement	20140621 to 20211228 CCYYMMDD
S191	5	20 <sup>th</sup> Disbursement Anticipated Gross Amount Anticipated gross amount for the 20 <sup>th</sup> disbursement	Numeric > = 0
S192	8	20 <sup>th</sup> Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S193	5	Interest Rebate Percentage Interest Rebate Percentage to be used for this record; for example, 01500 for 1.5% (implied decimal between the second and third position from the left)	00000 to 99999

**Direct Loan Combination Layouts**

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S194	21	MPN ID	Example: 999999999X18X99999001  Student's Social Security Number = 001010001 to 999999999 Loan Type = X, where X equals: M = Sub/Unsub MPN N = PLUS /Grad PLUS MPN Program Year = 00 to 18 (for 2017-2018) School Code = X00000 to X99999 where X = G or E Loan Sequence Number = 001 to 999
S195	2	CPS Transaction Number	01 to 99
S196	8	20 <sup>th</sup> Payment Period Start Date Payment Period Start Date associated with 20 <sup>th</sup> anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than \$0 CCYYMMDD

**DEER17IN: Direct Loan External Export****Combined Demo, User-Defined fields, Loan (including PLUS), Anticipated and Actual Fields**

The External Export is first sorted by record type and then within the record type it is sorted alphabetically.

Field Length	Field Name/Description	Valid Field Content	Justify
2	RECORD TYPE A	A = Demographic table fields Fields listed under record type A are mostly fields from the Demographic tab in EDEExpress and are student data fields.	Left
2	Student Eligibility Code	0-9 Uppercase A to Z Space Can be blank	Left
8	Ability to Benefit Completion Date	CCYYMMDD 19000101 to 20991231 Can be blank	Date
2	Ability to Benefit State Code	Uppercase A to Z Valid postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank This data element is not valid/used in the 2013-2014 Award Year and forward.	Left
2	Ability to Benefit Test Administrator Code	0-9 Uppercase A to Z Space Can be blank	Left
2	Ability to Benefit Test Code	0-9 Uppercase A to Z Space Can be blank	Left
2	Active Transaction	01 to 99 Can be blank	Right
8	Active Transaction Date Date active ISIR transaction was updated on the database	19000101 to 20991231 CCYYMMDD	Date
8	Active Transaction ID User ID that updated active ISIR transaction	0 to 9 Uppercase A to Z , (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percentage) & (Ampersand) / (Slash) Space(s) Can be blank	Right
8	Add Date (Demo) Date record was added to database	19000101 to 20991231 CCYYMMDD	Date



**Direct Loan Combination Layouts**

Field Length	Field Name/Description	Valid Field Content	Justify
6	Add Time (Demo) Time record was added to database	Format is HHMMSS 000000 to 235959 HH = 00 to 23 MM = 00 to 59 SS = 00 to 59	Right
8	Add User ID (Demo) User ID which added the record	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percentage) & (Ampersand) / (Slash) Space(s) Can be blank	Left
9	Alien Registration Number Student's alien registration number	0 to 9 000000001 to 999999999 Can be blank	Left
1	Citizenship Status - Demo Student's citizenship status	1 = U.S. Citizen 2 = Eligible Noncitizen 3 = Ineligible Noncitizen	Left
9	Current SSN Student's current SSN	001010001 to 999999999	Left
8	Date of Birth - Demo Student's date of birth	19180101 to 20091231 CCYYMMDD	Left
8	Date of Birth Change Date Date the Student's Date of birth updated	19000101 to 20991231 CCYYMMDD	Left
1	Dependency Status - Demo Dependency status of the student	D = Dependent with Primary EFC I = Independent with Primary EFC	Left
1	Document Status Status of packaged document	B = Documents still needed for both packaging and verification C = All documents are satisfied (included documents required for both packaging and verification) V = Documents still needed for verification P = Documents still needed for packaging O = Other documents needed but not required for packaging or verification D = Documents received but not reviewed (if document is required for packaging, this status prevents the record from being packaged but excludes the document from the Missing Documents Letter) Blank = Status not determined	Left
20	Driver's License # Student's driver's license number	0 to 9 Uppercase A to Z Space(s) - (Dash) * (Asterisk) but not in first position, entire field cannot consist of all asterisks Can be blank	Left

Field Length	Field Name/Description	Valid Field Content	Justify
2	Driver's License State Student's driver's license state code	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank	Left
50	E-mail Address 1 Student's e-mail address	<b>One and only one "at" sign (@) allowed.</b> Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @   Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank	Right
50	E-mail Address 2 Student's e-mail address	<b>One and only one "at" sign (@) allowed.</b> Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @   Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank	Right
12	First Name - Demo Student's first name	0 to 9 Uppercase A to Z Space(s) (Period) ' (Apostrophe) (Dash) Can be blank	Left
1	Has Document Tracking Record	Y = Yes N = No Can be blank	Left
1	Has Loan Record	Display a Y if this student has at least one record on the loan database table; otherwise, display N.	Left
1	Has Notes Record	Y = Yes N = No Can be blank	Left
1	Has NSLDS Record	Y = Yes N = No Can be blank	Left
1	Has Packaging Record	Y = Yes N = No Can be blank	Left

**Direct Loan Combination Layouts**

Field Length	Field Name/Description	Valid Field Content	Justify
1	Has PELL Record	Y = Yes N = No Can be blank	Left
1	Has TEACH Record	Y = Yes N = No Can be blank	Left
1	ISIR DL GRAD PLUS MPN Flag	A = Valid MPN on file at the COD System C = Closed MPN at the COD System I = Inactive MPN at the COD System N = Valid MPN not on file at the COD System Can be blank	Left
1	ISIR DL PLUS MPN Flag	A = Valid MPN on file at the COD System C = Closed MPN at the COD System I = Inactive MPN at the COD System N = Valid MPN not on file at the COD System Can be blank	Left
1	ISIR DL Sub/Unsub MPN Flag	A = Valid MPN on file at the COD System C = Closed MPN at the COD System I = Inactive MPN at the COD System N = Valid MPN not on file at the COD System Can be blank	Left
8	Last Mailed Date Document Tracking date of last mailing	19000101 to 20991231 Can be blank CCYYMMDD	Date
16	Last Name - Demo Student's last name	0 to 9 Uppercase A to Z Space(s) ' (Apostrophe) (Period) (Dash) Can be blank	Left
6	Legal Residence Date - Demo Year and month that the student became legal resident of state in which he or she resides	190001 to 201812 Can be blank CCYYMM	Date
2	Letter Count Count of how many letters have printed per record	00 to 99	Right
8	Loan Entrance Interview Date The date the student completed entrance interview counseling	19000101 through the current date Can be blank CCYYMMDD	Date
8	Loan Exit Counseling Date The date the student completed loan exit counseling	19000101 through the current date Can be blank CCYYMMDD	Date

Field Length	Field Name/Description	Valid Field Content	Justify
35	Local Address First line of student's local mailing address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank	Left
8	Local Address Change Date Date the Student's Local Address updated	19000101 to 20991231 CCYYMMDD	Date
16	Local City Student's local city	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank	Left
10	Local Phone Student's local home telephone number	0000000000 to 9999999999 Can be blank	Right
2	Local State Student's local state code	Uppercase A to Z Valid postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank	Left
9	Local Zip Code Student's local zip code	000000000 to 999999999 Can be blank or last 4 digits can be blank If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDEExpress stores 00000 as the Zip Code.	Left
1	Middle Initial – Demo Student's middle initial	Uppercase A to Z Can be blank	Left
2	Name ID First two characters of student's last name	0 to 9 Uppercase A to Z Space(s) ' (Apostrophe) . (Period) - (Dash) Can be blank	Left
9	Original SSN – Demo Student's original Social Security Number used to process the loan	001010001 to 999999999	Right

**Direct Loan Combination Layouts**

Field Length	Field Name/Description	Valid Field Content	Justify
35	Permanent Address - Demo First line of the student's permanent mailing address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank	Left
8	Permanent Address Change Date Date Student's Permanent Address updated	19000101 to 20991231 CCYYMMDD	Date
16	Permanent City - Demo Student's permanent mailing address city	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percentage) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank	Left
10	Permanent Phone Number - Demo Student's permanent home telephone number	0000000000 to 9999999999 Can be blank	Right
2	Permanent State - Demo Student's permanent state	Uppercase A to Z Valid postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank	Left
9	Permanent Zip Code - Demo Student's permanent zip code	000000000 to 999999999 Last 4 digits can be blank If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDEExpress stores 00000 as the Zip Code.	Left
2	Previous Transaction	01 to 99	Right

Field Length	Field Name/Description	Valid Field Content	Justify
1	Record Source Origin of Demo record data	M = Manual Entry I = ISIR Import P = External Import Add, Packaging E = External Import Add, Pell L = External Import Add, Direct Loan H = External Import Add, TEACH D = External Import, Demographic Data Y = Prior Year Demographic Import R = Direct Loan Rebuild Import O = Pell Origination Acknowledgement – regular W = Pell Origination Acknowledgement – Web X = Pell YTD Z = TEACH Rebuild A = Import PLUS Application Data Can be blank	Left
20	School Use	Valid field content is any keyboard character	Left
8	Social Security Number Change Date Date the student's Social Security Number changed last	19000101 to 20991231 CCYYMMDD	Date
2	Student's State of Legal Residence - Demo Student's state of legal residence	Uppercase A to Z Valid postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank	Left
8	TEACH Entrance Interview Date The date the student completed TEACH entrance interview counseling	19000101 through the current date Can be blank CCYYMMDD	Date
8	TEACH Exit Counseling Completed Date The date the student completed TEACH exit counseling	19000101 through the current date Can be blank CCYYMMDD	Date
2	Trans Paid On Transaction Paid On	01 to 99 Can be blank	Right
2	Transaction # Number of the transaction	00 to 99 Can be blank	Right
8	Update Date (Demo) Date update occurred on database	19000101 to 20991231 CCYYMMDD	Date
8	Update ID (Demo) User ID which updated the record in database	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percentage) & (Ampersand) / (Slash) Space(s) Can be blank	Right
6	Update Time (Demo) Time record was last updated on database	Format is HHMMSS 000000 to 999999 HH = 00 to 23 MM = 00 to 59 SS = 00 to 59	Right

# Direct Loan Combination Layouts

Field Length	Field Name/Description	Valid Field Content	Justify
1	Verification Status Code	W = Without Documentation V = Verified S = Selected, not verified Can be blank	Left
2	RECORD TYPE B	B = User-defined database Record Type B is used for user defined-database fields you have created.	Left
N	User Defined Database Field 1 to Field NN	If the user-defined field type is: Text = Any valid keyboard character Date = Format is CCYYMMDD Number = Only numeric characters Yes/No = Only Y or N	Left
2	RECORD TYPE D	D = Loan Table fields Fields listed under record type D are data fields mostly from the Origination (Direct Loan) tab in EDEExpress.	Left
8	Academic Year End Date	On or after 20170701 CCYYMMDD	Date
4	Academic Year Length COD-calculated value	0 to 9999 Can be blank	Left
8	Academic Year Start Date	On or before 20180630 CCYYMMDD	Date
5	Actual Non Credential Teacher Certification Subsidized Usage Period COD-calculated value	0 to 999.9 Can be blank	Left
5	Actual Subsidized Usage Period COD-calculated value	0 to 999.9 Can be blank	Left
8	Add Date (Loan) Date the record was added to the database	19000101 to 20991231 CCYYMMDD	Date
8	Add ID (Loan) User ID which added record to database	0 to 9 Uppercase A to Z (Period) ' (Apostrophe) (Dash) (Number) (At) (Percentage) (Ampersand) (Slash) Space(s) Can be blank	Left
6	Add Time (Loan) Time the record was added to database	Format is HHMMSS 000000 to 999999 HH = 00 to 23 MM = 00 to 59 SS = 00 to 59	Right
1	Additional Unsubsidized Eligibility for Dependent Student If yes, this student is eligible to receive additional unsubsidized loan funds	Y = Yes Blank = No	Left

Field Length	Field Name/Description	Valid Field Content	Justify
1	Additional Unsubsidized Eligibility for Health Profession Programs If yes, this student is eligible to receive additional unsubsidized loan funds	Y = Yes Blank = No	Right
1	Additional Unsub Preprofessional or Teacher Certification?	Y = Yes Blank = No	Right
5	Anticipated Non Credential Teacher Certification Subsidized Usage Period COD-calculated value	0 to 999.9 Can be blank	Left
5	Anticipated Subsidized Usage Period COD-calculated value	0 to 999.9 Can be blank	Left
8	Application Complete Date	CCYYMMDD Can be blank	Date
10	Application ID	0000000000 to 9999999999 Can be blank	Left
5	Application Loan Amount	00000-99999	Right
30	Application Submission Reason	0 to 9 Uppercase A to Z Spaces (period) ' (apostrophe) - (dash) Can be blank	Left
6	Award Range Requested Start Date	CCYYMM	Left
6	Award Range Requested End Date	CCYYMM	Left
8	Booked Date Date the loan was booked at the COD System	19000101 to 20991231 CCYYMMDD	Date
26	Booked Document ID Document ID for this document	Example: CCYYMMDDHHmmssff99999999  Date Document Created = CCYYMMDD Time Document Created = HHmmssff Source Entity ID = 99999999	Left
1	Booked Status	A = Booked R = Unbooked	Left
7	Calculated Published Program Length Years COD-calculated value	0 to 999.999 Can be blank	Left
1	Credit Action Choice	A = Appeal decision E = Pursue endorser N = Pursue additional unsubsidized loan U = No action will be taken Can be blank	Left
1	Credit Action Status	D = Endorser addendum received, not linked, denied as a result of endorser denial for award N = Credit changed from pending status L = Endorser addendum received, credit approved, but endorser amount is less than the declined PLUS financial award amount Can be blank	Left



**Direct Loan Combination Layouts**

Field Length	Field Name/Description	Valid Field Content	Justify
1	Credit Appeal Status	A = Appeal accepted D = Appeal denied P = Appeal pending R = Appeal closed without final decision Can be blank	Left
1	Credit Balance Option	B = Borrower S = Student Can be blank	Left
1	Credit Decision Grad PLUS/PLUS credit flag indicates the results of the credit check	A = Credit approved D = Credit denied P = Credit decision pending Can be blank	Left
8	Credit Decision Date Original date of the credit decision from the COD System	19000101 to 20991231 CCYYMMDD	Date
8	Credit Decision Expiration Date	CCYYMMDD Can be blank	Date
8	Credit Decision Update Date Date the credit decision was updated in EDEExpress	19000101 to 20991231 CCYYMMDD	Date
1	Credit Requirements Met	Y = Yes N = No Can be blank	Left
1	Deferment Option	Y = Deferment option utilized N = Deferment option not utilized	Left
1	Dependency Status – DL (Loan) Dependency status of the student	D = Dependent with Primary EFC I = Independent with Primary EFC Can be blank	Left
6	DL Code DL code Also identifies school originating loan record	0 to 9 Uppercase A to Z X00000 to X99999 where X = G or E	Left
4	Disbursement Profile Code Code used by EDEExpress to determine loan period start and end dates and appropriate disbursement dates	0 to 9 Uppercase A to Z	Left
1	Disclosure Printed Has a disclosure statement been printed by the school?	Y = Disclosure printed N = Disclosure not printed or ready to reprint Default is N	Left
1	Disclosure Statement Print Indicator Should the COD System print a Disclosure Statement for this student?	S = COD prints O = School prints Z = COD reprints	Left
9	Endorser Amount	0 to 999999999 Can be blank	Right
1	Endorser Approved	Y = Yes N = No Can be blank	Left
1	Enrollment Status Current enrollment status value for student	F = Full-time enrollment Q = Three-quarters-time enrollment H = Half-time enrollment	Left

Field Length	Field Name/Description	Valid Field Content	Justify
8	Enrollment Status Effective Date Effective date for current Enrollment Status for student	CCYYMMDD Can be blank	Date
1	Export to the COD System Flag indicating if record has been exported to the COD System	Y = Yes N = No	Right
1	Export to External System Flag indicating if the record is exported to an external system	Y = Yes N = No	Right
1	Grade Level in College - DL Indicates the student's current college grade level in the program or college	0 = 1st year, never attended college 1 = 1st year, attended college before 2 = 2nd year/sophomore 3 = 3rd year/junior 4 = 4th year/senior 5 = 5th year or more undergraduate 6 = 1st year graduate/professional 7 = Graduate/professional or beyond	Right
8	Inactive Date Date loan was made inactive	19000101 to 20991231 Can be blank CCYYMMDD	Date
1	Inactive Flag Flag indicating if loan is inactive	Y = Yes N = No	Left
6	Interest Rebate Percentage	00.000 to 99.999 1.5% is exported as 01.500 1.0% is exported as 01.000 0.5% is exported as 00.500 0.0% is exported as 00.000	Right
5	Loan Amount Approved Total maximum amount for which the borrower is eligible	Numeric > = 0	Right
8	Loan Enroll OPE ID	00000000 to 99999999	Left
6	Loan Fee Percentage Loan origination fee percentage for this record	Numeric > = 0 4.276% is exported as 04.276 1.069% is exported as 01.069 1.000% is exported as 01.000	Right
21	Loan ID (Loan) Unique identifier created at the time of origination	Example: 99999999X18X99999001  Student's Social Security Number = 001010001 to 999999999 Loan Type = X, where X equals: S = Subsidized U = Unsubsidized P = PLUS/Grad PLUS Program Year = 18 (for 2017-2018) School Code = X00000 to X99999 where X = G or E Loan Sequence Number = 001 to 999	Left
8	Loan Origination Date Date the loan was originated	19000101 to 20991231 CCYYMMDD	Date
8	Loan Period End Date Date when classes end, as certified by the school for this specific loan	CCYYMMDD	Date
8	Loan Period Length COD-calculated value	0 to 9999.999 Can be blank	Left

**Direct Loan Combination Layouts**

Field Length	Field Name/Description	Valid Field Content	Justify
8	Loan Period Start Date Date when classes begin, as certified by the school for this specific loan	CCYYMMDD	Date
1	Loan Status Status of the loan	N = Not ready R = Ready B = Batched E = Error A = Accepted	Left
1	Loan Type Type of loan record	S = Subsidized U = Unsubsidized G = Grad PLUS P = PLUS	Left
1	Maximum Loan Indicator	Y = Yes N = No	Left
5	Maximum Subsidized Eligibility Period COD-calculated value	0 to 999.9 Can be blank	Left
26	MPN Accepted Document ID Document ID that contained the MPN sent to the COD System	Example: CCYYMMDDHHmmssff99999999  Date Document Created = CCYYMMDD Time Document Created = HHmmssff Source Entity ID = 99999999 Can be blank	Left
8	MPN Acknowledgement Date Date on which the COD System acknowledged the physical MPN	19000101 to 20991231 Can be blank CCYYMMDD	Right
8	MPN Expiration Date	CCYYMMDD	Right
21	MPN ID MPN ID on the MPN accepted by the COD System	Example: 999999999X18X99999001  Student's Social Security Number = 001010001 to 999999999 Loan Type = X, where X equals one of the following: M = Sub/Unsub MPN N = PLUS /Grad PLUS MPN Program Year = 00 to 18 (for 2017-2018) School Code = X00000 to X99999 where X = G or E Loan sequence number = 001 to 999 Can be blank	Right
8	MPN Manifest Date Date on which manifest is printed	19000101 to 20991231 CCYYMMDD	Right
24	MPN Manifest Document ID Document ID number which contained the MPN sent to the COD System	Example: CCYYMMDDHHmmssff99999999  Date Document Created = CCYYMMDD Time Document Created = HHmmssff Source Entity ID = 99999999 Can be blank	Left
8	MPN Print Date Date the MPN was printed	19000101 to 20991231 Can be blank CCYYMMDD	Right

Field Length	Field Name/Description	Valid Field Content	Justify
1	MPN Print Indicator MPN print option used for this record	S = COD prints (send to borrower) R = Onsite/Other O = On-site (EDEExpress) F = On-site (Custom system) Z = COD reprint (send to borrower) V = COD reprint (send to school) (valid only on loan origination change records)	Left
8	MPN Received Date Date on which the signed MPN was received from the borrower and verified by the school	19000101 to 20991231 CCYYMMDD	Date
1	MPN Status Status of the MPN with the COD System	A = Accepted or Valid MPN at the COD System T = School assumes the student has an MPN on file at the COD System R = Ready to Print X = Pending at the COD System N = Not Ready to Print S = Signed P = Printed or Request to print sent to the COD System M = Manifested I = Inactive E = Inactive/Endorser (Inactive due to the linking of a PLUS loan with an endorser) C = Closed	Left
1	Original Credit Decision Status	A = Accepted D = Denied P = Pending Can be blank	Left
26	Origination Change Document ID Document number containing the change record sent to the COD System	Example: CCYYMMDDHHmmssff99999999  Date Document Created = CCYYMMDD Time Document Created = HHmmssff Source Entity ID = 999999999	Left
26	Origination Document ID Document ID which contained the loan origination record sent to the COD System	Example: CCYYMMDDHHmmssff99999999  Date Document Created = CCYYMMDD Time Document Created = HHmmssff Source Entity ID = 999999999	Left
21	Origination Reject Codes	0 to 9 Uppercase A to Z See COD Reject Code Table in Volume II, Section 4 - Edits of this technical reference.	Left
8	Parent Borrower's Address Change Date Date the parent borrower's address change was effective	19000101 to 20991231 Can be blank CCYYMMDD (Always blank for a Grad PLUS/Sub/Unsub loan)	Date
9	Parent Borrower's Alien Registration # Parent borrower's alien registration number, if eligible non-citizen	000000001 to 999999999 Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Right
1	Parent Borrower's Citizenship Status Parent borrower's citizenship status	1 = U.S. Citizen (or U.S. national) 2 = Eligible Noncitizen 3 = Ineligible Noncitizen Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Right

# Direct Loan Combination Layouts

Field Length	Field Name/Description	Valid Field Content	Justify
9	Parent Borrower's Current SSN Parent borrower's current Social Security number	001010001 to 999999999 Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Right
8	Parent Borrower's Date of Birth Date of the parent borrower's birth	19180101 to 20091231 Can be blank CCYYMMDD (Always blank for a Grad PLUS/Sub/Unsub loan)	Date
8	Parent Borrower's Date of Birth Change Date Date the parent borrower's date of birth changed	19000101 to 20991231 Can be blank CCYYMMDD (Always blank for a Grad PLUS/Sub/Unsub loan)	Date
12	Parent Borrower's First Name Parent borrower's first name	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) Space(s) Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left
16	Parent Borrower's Last Name Parent borrower's last name	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) Space(s) Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left
20	Parent Borrower's License # Parent borrower's driver's license number	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) * (Asterisk) but not in first position, entire field cannot consist of all asterisks Space(s) Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left
2	Parent Borrower's License State State the parent borrower's driver's license is issued	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left
1	Parent Borrower's Loan Default/Grant Overpayment Is the Parent in default on a Title IV loan or does the Parent owe a refund on a Title IV grant?	Y = Yes N = No Z = Overridden by school Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left
1	Parent Borrower's Middle Initial Parent borrower's middle initial	Uppercase A to Z Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left

Field Length	Field Name/Description	Valid Field Content	Justify
35	Parent Borrower's Permanent Address First line of the parent borrower's permanent address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left
16	Parent Borrower's Permanent City Parent borrower's permanent city	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left
10	Parent Borrower's Permanent Phone Number Parent borrower's home telephone number	0000000000 to 9999999999 Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Right
2	Parent Borrower's Permanent State Parent borrower's permanent state of residence	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left
9	Parent Borrower's Permanent Zip Code Parent borrower's permanent zip code	000000000 to 999999999 Spaces Last 4 digits can be blank Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan) If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDEExpress stores 00000 as the Zip Code.	Left
8	Parent Borrower's SSN Change Date Date the parent borrower's Social Security Number changed last	19000101 to 20991231 Can be blank CCYYMMDD (Always blank for a Grad PLUS/Sub/Unsub loan)	Date
8	PLUS Counseling Complete Date	CCYYMMDD Can be blank	Date
1	PLUS Counseling Completed	Y = Yes N = No Can be blank	Left
10	Previous Application ID	0000000000 to 9999999999 Can be blank	Left

**Direct Loan Combination Layouts**

Field Length	Field Name/Description	Valid Field Content	Justify
8	Program Attendance Begin Date Date student began attending classes for the program associated with the loan	CCYYMMDD Can be blank	Date
4	Program Year Academic year in which the loan is borrowed	1718	Right
1	Reconsideration Eligible	Y = Yes N = No Can be blank	Left
1	Record Source – DL Origin of record data	M = Manual Entry I = ISIR Import E = External Import Add, Direct Loan P = Packaging Import R = Rebuild A = PLUS Application Data	Left
6	Remaining Actual Non Cred Teacher Cert Sub Eligibility Period COD-calculated value	-999.9 to 999.9 Can be blank	Left
6	Remaining Actual Sub Eligibility Period COD-calculated value	-999.9 to 999.9 Can be blank	Left
6	Remaining Antic Non Credential Teacher Certification Sub Eligibility Period COD-calculated value	-999.9 to 999.9 Can be blank	Left
6	Remaining Anticipated Subsidized Eligibility Period COD-calculated value	-999.9 to 999.9 Can be blank	Left
1	School Credit Balance Option	Y = Remaining balance should be applied to school N = Remaining balance should be applied to borrower	Left
1	Six Month Deferment Option	Y = Six Month Deferment Option utilized N = Six Month Deferment Option not utilized	Left
1	Student's Loan Default/Grant Overpayment Is the student in default on a Title IV loan or does the student owe a refund on a Title IV grant?	Y = Yes N = No Z = Overridden	Left
9	Student's Original SSN Student's original Social Security Number used to process the loan	001010001 to 999999999	Right
1	Subsidized Usage Limit Applies Indicates whether the student meets the conditions for the 150% Direct Subsidized Loan Limit	Y = Subsidized Usage Limit Applies N = Subsidized Usage Limit Does Not Apply	Left
5	Sum Actual Non Credential Teacher Certification Subsidized Usage Periods COD-calculated value	0 to 999.9 Can be blank	Left
5	Sum Actual Subsidized Usage Periods COD-calculated value	0 to 999.9 Can be blank	Left
5	Sum Anticipated Non Credential Teacher Certification Sub Usage Periods COD-calculated value	0 to 999.9 Can be blank	Left
5	Sum Anticipated Subsidized Usage Periods COD-calculated value	0 to 999.9 Can be blank	Left
2	Transaction # - DL	01 to 99 Can be blank	Left

Field Length	Field Name/Description	Valid Field Content	Justify
8	Transmit Date Date that data was transmitted to the COD System	19000101 to 20991231 CCYYMMDD	Right
2	Transmit Number Transmission number	00 to 99	Right
1	Unknown Loan Amount	Y = If the borrower selects doesn't know the loan amount N = Blank	Left
8	Update Date (Loan) Date record was updated on database	19000101 to 20991231 CCYYMMDD	Date
8	Update ID (Loan) User ID which updated the record on database	0 to 9 Uppercase A to Z (Period) ' (Apostrophe) (Dash) (Number) (At) (Percentage) (Ampersand) (Slash) Space(s) Can be blank	Right
6	Update Time (Loan) Time the last update was made to record	Format is HHMMSS 000000 to 999999 HH = 00 to 23 MM = 00 to 59 SS = 00 to 59	Right
2	Record Type M	M = Actual Disbursement Table fields Fields listed under Record Type M are for actual disbursement fields from the Disbursement tab.	Left
8	Actual Disbursement Action Date	Format is CCYYMMDD	Date
7	Actual Disbursement CIP Code CIP Code value associated with actual disbursement	00.0000 to 99.9999 Can be blank	Left
4	Actual Disbursement CIP Code Year	CCYY Can be blank	Left
8	Actual Disbursement Date Date activity occurred	20140621 to 20211228 CCYYMMDD	Date
26	Actual Disbursement Document ID Document ID that contained the disbursement record sent to the COD System or the Document ID generated by the COD System for the Booking Notification, Payment to Servicing, Rebuild	Example: CCYYMMDDHHmmssff99999999  Date Document Created = CCYYMMDD Time Document Created = HHmmssff Source Entity ID = 99999999	Left
8	Actual Disbursement Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999	Left
1	Actual Disbursement Enrollment Status Enrollment Status value associated with actual disbursement	F = Full-time enrollment Q = Three-quarters-time enrollment H = Half-time enrollment	Left
8	Actual Disbursement Enrollment Status Effective Date	CCYYMMDD	Date



**Direct Loan Combination Layouts**

Field Length	Field Name/Description	Valid Field Content	Justify
1	Actual Disbursement Export to External	Y = Yes N = No	Left
5	Actual Disbursement Gross Amount Actual gross amount (in dollars) of the disbursement	Numeric > = 0	Right
5	Actual Disbursement Interest Rebate Amount Actual interest rebate (in dollars) of the disbursement	00000 to 99999	Right
5	Actual Disbursement Loan Fee Amount Actual loan fee (in dollars) of the disbursement	Numeric > = 0	Right
6	Actual Disbursement Net Adjustment Amount Actual net amount (in dollars) of the adjustment to the disbursement	-99999 to 99999	Right
5	Actual Disbursement Net Amount Actual net amount (in dollars) of the disbursement	Numeric > = 0	Right
2	Actual Disbursement Number Disbursement number for the current disbursement transaction	01 to 20	Right
8	Actual Disbursement Payment Period Start Date Payment Period Start Date associated with actual disbursement	CCYYMMDD	Date
8	Actual Disbursement Program Attendance Begin Date	MMDDCCYY Can be blank	Date
2	Actual Disbursement Program Credential Level	0-99	Left
25	Actual Disbursement Program Profile Code	0 to 9 Uppercase A to Z Space (valid for all characters except first character)	Left
7	Actual Disbursement Published Program Length	0-999.999	Left
6	Actual Disbursement Published Program Length Units	Weeks Months Years	Left
28	Actual Disbursement Reject Codes	0 to 9 Uppercase A to Z See COD Reject Code Table – Volume II, Section 4 - Edits of this technical reference.	Left
6	Actual Disbursement School Code DL code, also identifies school originating loan record	X00000 to X99999 where X = G or E	Left
4	Actual Disbursement Sequence Number Sequence number that determines the order in which the disbursements are processed	0000 to 9999 Can be blank	Right
1	Actual Disbursement Special Programs	A-Z (uppercase only)	Left
1	Actual Disbursement Status Status of disbursement activity	N = Not ready to send to the COD System R = Ready to send to the COD System B = Batched A = Accepted by the COD System E = Rejected by the COD System	Left
1	Actual Disbursement Type Type of disbursement activity that occurred	P = Servicing refund Can be blank	Left

Field Length	Field Name/Description	Valid Field Content	Justify
7	Actual Disbursement Weeks Program Academic Year	0-999.999 Can be blank	Left
21	Loan ID (Actual Disbursement) Unique identifier created at the time of origination	Example: 999999999X18X99999001  Student's Social Security Number = 001010001 to 999999999 Loan Type = X, where X equals: S = Subsidized U = Unsubsidized P = PLUS/Grad PLUS Program Year = 18 (for 2017-2018) School Code = X00000 to X99999 where X = G or E Loan sequence number = 001 to 999	Left
2	RECORD TYPE N	N = Anticipated disbursement table fields Fields listed under Record Type N are for anticipated disbursement fields from the Disbursement tab.	Left
7	Anticipated Disbursement CIP Code CIP Code value associated with anticipated disbursement	00.0000 to 99.9999	Left
4	Anticipated Disbursement CIP Code Year	CCYY Can be blank	Left
8	Anticipated Disbursement Date Date activity is expected to occur	20140621 to 20211228 CCYYMMDD	Date
6	Anticipated Disbursement Direct Loan School Code Identifies school originating loan record	X00000 to X99999 where X = G or E	Left
8	Anticipated Disbursement Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999	Left
1	Anticipated Disbursement Enrollment Status Enrollment Status value associated with anticipated disbursement	F = Full-time enrollment Q = Three-quarters-time enrollment H = Half-time enrollment	Left
8	Anticipated Disbursement Enrollment Status Effective Date	CCYYMMDD	Date
1	Anticipated Disbursement Export to External Flag	Y = Yes N = No	Left
5	Anticipated Disbursement Fee Amount Anticipated loan fee (in dollars) associated with the disbursement	Numeric > = 0	Right
5	Anticipated Disbursement Gross Amount Anticipated gross amount (in dollars) of the disbursement	Numeric > = 0	Right
5	Anticipated Disbursement Interest Rebate Amount Anticipated interest rebate (in dollars) associated with the disbursement	00000 to 99999	Right

**Direct Loan Combination Layouts**

Field Length	Field Name/Description	Valid Field Content	Justify
21	Anticipated Disbursement Loan ID Unique identifier created at the time of origination	Example: 999999999X18X99999001  Student's Social Security Number = 001010001 to 999999999 Loan type = X, where X equals: S = Subsidized U = Unsubsidized P = PLUS/Grad PLUS Program year = 18 (for 2017-2018) School code = X00000 to X99999 where X = G or E Loan sequence number = 001 to 999	Left
5	Anticipated Disbursement Net Amount Anticipated net amount (in dollars) of the disbursement	Numeric > = 0	Right
2	Anticipated Disbursement Number Disbursement number for the current disbursement transaction	01 to 20	Right
8	Anticipated Disbursement Payment Period Start Date Payment Period Start associated with anticipated disbursement	CCYYMMDD	Date
8	Anticipated Disbursement Program Attendance Begin Date	MMDDCCYY Can be blank	Date
2	Anticipated Disbursement Program Credential Level	0-99	Left
25	Anticipated Disbursement Program Profile Code	0 to 9 Uppercase A to Z Space (valid for all characters except first character)	Left
7	Anticipated Disbursement Published Program Length	0-999.999	Left
6	Anticipated Disbursement Published Program Length Units	Weeks Months Years	Left
1	Anticipated Disbursement Special Programs	A-Z (uppercase only)	Left
7	Anticipated Disbursement Weeks Program Academic Year	0-999.999 Can be blank	Left
1	Disbursement Release Indicator Indicates an actual disbursement	True = Y (yes) False = N (no)	Left

## TEACH Grant Combination Layouts

### TGED180P: TEACH Grant External Data Add/Change Record

This record layout is used to add and change TEACH Grant data (origination/disbursement) records.

Under the Processing Notes/Edits column, “A” indicates the field is required to add a TEACH Grant record and “C” indicates the field is required to change a TEACH record.

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
1	1	21	21	A/N	Award ID  Unique number used to identify an origination record in the EDEExpress database	Format: 999999999H18999999001 Where: SSN = 001010001 to 999999999 TEACH Grant Type = H Year Indicator = 18 (for 2017-2018) Valid OPE ID (first 6 digits) = 999999 Award Sequence Number = 001 to 999	A/C	Left
2	22	30	9	N	Original SSN  Student's SSN from original FAFSA for this school year.	001010001 to 999999999	A	Left
3	31	38	8	A/N	School OPE ID	00000000 to 99999999	A	Left
4	39	51	13	A/N	Origination cross-reference  This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined.  Any character except the pipe(" ")		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
5	52	58	7	N	Award amount for the entire school year  Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire TEACH Grant award year.	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point  Range: 0000000 to maximum award amount for a TEACH Grant	A  Refer to Volume 2, Section 3: Common Record Layout, field 65 of this technical reference for maximum amount for a TEACH Grant.	Left
6	59	62	4	A/N	Disbursement Profile Code  User-supplied code for profile being created	A to Z 0 to 9 A minimum of one character must be entered and first character cannot be blank	A <b>Notes:</b> If this code is in COD Disbursement setup and this record: <ul style="list-style-type: none"> <li>contains disbursement data, the data from the file is saved to the TEACH Grant record in EDEExpress.</li> <li>does not contain disbursement data, disbursements are created for the TEACH Grant record based on the Disbursement Profile Code in COD Disbursement setup.</li> </ul> If this code is not in COD Disbursement setup and this record contains disbursement data, the Disbursement Profile Code is created in COD Disbursement setup with the code provided in this field and disbursement data from the file. The disbursement data from the record is also saved to the student's TEACH Grant record in EDEExpress.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
7	63	64	2	N	Transaction number  CPS-assigned transaction number from the eligible ISIR or SAR used to calculate the student's award.	01 to 99	A	Left
8	65	65	1	A/N	College Grade Level  Student's college grade level	0 = 1st year/never attended college 1 = 1st year/attended college before 2 = 2nd year/sophomore 3 = 3rd year/junior 4 = 4th year/senior 5 = 5th year/other undergraduate 6 = 1st year/ graduate/professional 7 = Continuing graduate/ professional or beyond Blank	A	Left
9	66	73	8	D	Enrollment Date  Enrollment date for the student.	CCYYMMDD  20170101 or later	A	Left
10	74	76	3	A/N	School Internal Sequence Number  This is an internal sequence number.	A to Z 0 to 9		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
11	77	77	1	A	Enrollment status  The student's enrollment status at the time you create or update the student record.	1 = Full-time 2 = 3/4-time 3 = 1/2-time 4 = Less than 1/2-time	<p>You must provide the student's current Enrollment Status value with each TEACH Grant anticipated or actual disbursement record.</p> <p>Use this field to add the Enrollment Status value on the Origination (TEACH Grant) tab. When creating new TEACH Grant records, the Enrollment Status value you provide in this field is used automatically as the Enrollment Status on each anticipated disbursement record created for the record.</p> <p>The Enrollment Status is required to prepare the TEACH Grant origination record for export.</p>	Left
12	78	85	8	D	Enrollment Status Effective Date  <b>New for 2017-2018!</b> The effective date of the Enrollment Status associated with the origination record and anticipated disbursements during initial record creation process.	CCYYMMDD	<b>New for 2017-2018!</b> The Enrollment Status Effective Date is optional for TEACH Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left
13	86	86	1	A	Teacher Expert Indicator	Y = Yes, Teacher Expert N = No, not a Teacher Expert Blank = No		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
14	87	92	6	A/N	Federal School Code  School code entered at TEACH School setup	X00000 to X99999 (where "X" may be 0 (zero), B, E, or G) Blank	A	Left
15	93	108	16	A	Student Last Name  Student's last name as reported to the CPS for the transaction number reported.	0 to 9 Uppercase A to Z Space . (period) , (apostrophe) - (dash)	A (See note)  Note: The Last Name cannot be blank if the First Name is blank. The First Name cannot be blank if the Last Name is blank. Refer to edit 5005 in Volume III, Section 4 of this technical reference.	Left
16	109	120	12	A	Student First Name  Student's first name as reported to the CPS for the transaction number reported.	0 to 9 Uppercase A to Z Space . (period) , (apostrophe) - (dash)	A (See note)  Note: The Last Name cannot be blank if the First Name is blank. The First Name cannot be blank if the Last Name is blank. Refer to edit 5005 in Volume III, Section 4 of this technical reference.	Left
17	121	121	1	A	Student Middle Initial  Student's middle name as reported to the CPS for the transaction number reported.	Uppercase A to Z		Left
18	122	129	8	D	Student's Date of Birth  The date of birth of the student for this CPS transaction.	19000101 to current date  CCYYMMDD	A	Left



Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
19	130	179	50	A/N	E-mail Address 1  Student's e-mail address 1.	<b>One and only one "at" sign (@) allowed</b> Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @   Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank		Left
20	180	229	50	A/N	E-mail Address 2  Student's e-mail address 2.	<b>One and only one "at" sign (@) allowed</b> Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @   Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank		Left
21	230	237	8	D	TEACH Entrance Interview Date  The TEACH entrance interview date	Format: CCYYMMDD  19000101 to 20991231		Left
22	238	238	1	A/N	Citizenship  The student's citizenship status	1 = U.S. Citizen 2 = Eligible Noncitizen Or Blank	A	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
23	239	247	9	A/N	ARN The student's Alien Registration Number	000000001 to 999999999 Can be blank	Required if Citizenship (field 21) is 2. Refer to edit 5006 in Volume III, Section 4 of this technical reference.	Left
24	248	282	35	A/N	Address The student's local address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank	Refer to edits 5003 and 5004 in Volume III, Section 4 of this technical reference.	Left
25	283	298	16	A/N	City The student's local city	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank	Refer to edits 5003 and 5004 in Volume III, Section 4 of this technical reference.	Left
26	299	300	2	A/N	State The student's local state	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank	Refer to edits 5003 and 5004 in Volume III, Section 4 of this technical reference.	Left
27	301	309	9	A/N	Zip code The student's local zip code	0 to 9 Space(s) Last 4 digits may be blank Can be blank	Refer to edits 5003 and 5004 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
28	310	311	2	A	Student Eligibility Code	0-9 Uppercase A to Z Space Can be blank	The Student Eligibility Code is required to save or prepare TEACH Grant records for export.	Left
29	312	313	2	A	Ability to Benefit Test Code	0-9 Uppercase A to Z Space Can be blank		Left
30	314	321	8	A	Ability to Benefit Completion Date	CCYYMMDD 19000101 to 20991231		Right
31	322	323	2	A	Ability to Benefit Test Administrator Code	0-9 Uppercase A to Z Space Can be blank		Left
32	324	325	2	A	Ability to Benefit State Code	Uppercase A to Z Valid postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank	This data element is not valid/used in the 2013-2014 Award Year and forward.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
33	326	350	25	A	Program Profile Code	A-Z 0-9 Space (for all characters except 1st character)	<p><b>New for 2017-2018!</b> You are now required to provide a Program Profile Code each time you create a TEACH Grant record in EDEExpress. The Program Profile Code is for school use only and is not submitted to the COD System.</p> <p>Must match Program Profile Code established in Program Profiles setup in EDEExpress</p> <p>Controls values provided to the COD System for the TEACH Grant disbursement record for the following fields associated with the Program Profile:</p> <ul style="list-style-type: none"> <li>• Program Credential Level</li> <li>• Published Program Length</li> <li>• Published Program Length Unit (Weeks, Months, or Years)</li> <li>• Special Programs</li> <li>• Weeks Program Academic Year</li> <li>• CIP Code</li> <li>• CIP Code Year</li> </ul>	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
34	351	358	8	D	Program Attendance Begin Date  <b>New for 2017-2018!</b> The date the student began attending classes for the program associated with this TEACH Grant record.	CCYYMMDD Can be blank	The Program Attendance Begin Date is optional for TEACH Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left
35	359	400	42		Filler	Blank	Reserved for future expansion.	
36	401	413	13	A/N	Disbursement 01 cross-reference  This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined  Any character except the pipe(" ")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
37	414	415	2	N	Disbursement 01 Sequence Number  Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers.  Refer to the Processing Notes/Edits column of the Disbursement Profile Code (field 6 of TEACH Grant External Add/Change Record) for information regarding relationship between Disbursement Profile Code and disbursements.  Cannot be blank if one of the fields within disbursement number 01 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
38	416	423	8	D	Disbursement 01 Date  Date this disbursement was or will be made to the student.	20170101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference.  Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.  Cannot be blank if one of the fields within disbursement number 01 is non-blank.	Left
39	424	430	7	N	Disbursement 01 Amount  Amount of disbursement for student's payment period.	0000000 to 9999999  Dollars and cents, use leading zeros; do not include the \$ sign or decimal point	Cannot be greater than Award Amount.  Cannot be blank if one of the fields within disbursement number 01 is non-blank.	Left
40	431	438	8	N	Disbursement 01 Payment Period Start Date  Beginning date of payment period	20170101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
41	439	439	1	A/N	Disbursement 01 Release Indicator  Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
42	440	447	8	N	Disbursement 01 Enroll OPE ID  The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
43	448	448	1	A	Disbursement 01 Enrollment Status  The student's enrollment status at the time you create or update the student record.	1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time		Left
44	449	456	8	D	Disbursement 01 Enrollment Status Effective Date  <b>New for 2017-2018!</b> The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left
45	457	471	15		Filler	Blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
46	472	484	13	A/N	Disbursement 02 cross-reference  This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined  Any character except the pipe(" ")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
47	485	486	2	N	Disbursement 02 Sequence Number  Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers  Cannot be blank if one of the fields within disbursement number 02 is non-blank.	Left
48	487	494	8	D	Disbursement 02 Date  Date this disbursement was or will be made to the student.	20170101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference.  Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.  Cannot be blank if one of the fields within disbursement number 02 is non-blank.	Left
49	495	501	7	N	Disbursement 02 Amount  Amount of disbursement for student's payment period.	0000000 to 9999999  Dollars and cents, use leading zeros; do not include the \$ sign or decimal point	Cannot be greater than Award Amount.  Cannot be blank if one of the fields within disbursement number 02 is non-blank.	Left



Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
50	502	509	8	N	Disbursement 02 Payment Period Start Date  Beginning date of payment period	20170101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
51	510	510	1	A/N	Disbursement 02 Release Indicator  Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
52	511	518	8	N	Disbursement 02 Enroll OPE ID  The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
53	519	519	1	A	Disbursement 02 Enrollment Status  The student's enrollment status at the time you create or update the student record.	1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
54	520	527	8	D	Disbursement 02 Enrollment Status Effective Date  <b>New for 2017-2018!</b> The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left
55	528	542	15	A/N	Filler	Blank	Reserved for future expansion.	Left
56	543	555	13	A/N	Disbursement 03 cross-reference  This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined  Any character except the pipe(" ")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
57	556	557	2	N	Disbursement 03 Sequence Number  Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers.  Cannot be blank if one of the fields within disbursement number 03 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
58	558	565	8	D	Disbursement 03 Date  Date this disbursement was or will be made to the student.	20170101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference.  Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.  Cannot be blank if one of the fields within disbursement number 03 is non-blank.	Left
59	566	572	7	N	Disbursement 03 Amount  Amount of disbursement for student's payment period.	0000000 to 9999999  Dollars and cents, use leading zeros; do not include the \$ sign or decimal point	Cannot be greater than Award Amount.  Cannot be blank if one of the fields within disbursement number 03 is non-blank.	Left
60	573	580	8	N	Disbursement 03 Payment Period Start Date  Beginning date of payment period	20170101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
61	581	581	1	A/N	Disbursement 03 Release Indicator  Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
62	582	589	8	N	Disbursement 03 Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
63	590	590	1	A	Disbursement 03 Enrollment Status  The student's enrollment status at the time you create or update the student record.	1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time		Left
64	591	598	8	D	Disbursement 03 Enrollment Status Effective Date  <b>New for 2017-2018!</b> The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left
65	599	613	15	A/N	Filler	Blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
66	614	626	13	A/N	Disbursement 04 cross-reference  This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined  Any character except the pipe(" ")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
67	627	628	2	N	Disbursement 04 Sequence Number  Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers.  Cannot be blank if one of the fields within disbursement number 04 is non-blank.	Left
68	629	636	8	D	Disbursement 04 Date  Date this disbursement was or will be made to the student.	20170101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference.  Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.  Cannot be blank if one of the fields within disbursement number 04 is non-blank in Volume III, Section 4 of this technical reference.	Left
69	637	643	7	N	Disbursement 04 Amount  Amount of disbursement for student's payment period.	0000000 to 9999999  Dollars and cents, use leading zeros; do not include the \$ sign or decimal point	Cannot be greater than Award Amount.  Cannot be blank if one of the fields within disbursement number 04 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
70	644	651	8	N	Disbursement 04 Payment Period Start Date  Beginning date of payment period	20170101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
71	652	652	1	A/N	Disbursement 04 Release Indicator  Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
72	653	660	8	N	Disbursement 04 Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
73	661	661	1	A	Disbursement 04 Enrollment Status  The student's enrollment status at the time you create or update the student record.	1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
74	662	669	8	D	Disbursement 04 Enrollment Status Effective Date  <b>New for 2017-2018!</b> The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left
75	670	684	15	A/N	Filler	Blank	Reserved for future expansion.	Left
76	685	697	13	A/N	Disbursement 05 cross-reference  This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined  Any character except the pipe(" ")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
77	698	699	2	N	Disbursement 05 Sequence Number  Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers.  Cannot be blank if one of the fields within disbursement number 05 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
78	700	707	8	D	Disbursement 05 Date  Date this disbursement was or will be made to the student.	20170101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference.  Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.  Cannot be blank if one of the fields within disbursement number 05 is non-blank.	Left
79	708	714	7	N	Disbursement 05 Amount  Amount of disbursement for student's payment period.	0000000 to 9999999  Dollars and cents, use leading zeros; do not include the \$ sign or decimal point	Cannot be greater than Award Amount.  Cannot be blank if one of the fields within disbursement number 05 is non-blank.	Left
80	715	722	8	N	Disbursement 05 Payment Period Start Date  Beginning date of payment period	20170101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left



Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
81	723	723	1	A/N	Disbursement 05 Release Indicator  Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
82	724	731	8	N	Disbursement 05 Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
83	732	732	1	A	Disbursement 05 Enrollment Status  The student's enrollment status at the time you create or update the student record.	1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time		Left
84	733	740	8	D	Disbursement 05 Enrollment Status Effective Date  <b>New for 2017-2018!</b> The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left
85	741	755	15	A/N	Filler	Blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
86	756	768	13	A/N	Disbursement 06 cross-reference  This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined  Any character except the pipe(" ")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
87	769	770	2	N	Disbursement 06 Sequence Number  Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers.  Cannot be blank if one of the fields within disbursement number 06 is non-blank.	Left
88	771	778	8	D	Disbursement 06 Date  Date this disbursement was or will be made to the student.	20170101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference.  Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.  Cannot be blank if one of the fields within disbursement number 06 is non-blank.	Left
89	779	785	7	N	Disbursement 06 Amount  Amount of disbursement for student's payment period.	0000000 to 9999999  Dollars and cents, use leading zeros; do not include the \$ sign or decimal point	Cannot be greater than Award Amount.  Cannot be blank if one of the fields within disbursement number 06 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
90	786	793	8	N	Disbursement 06 Payment Period Start Date  Beginning date of payment period	20170101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
91	794	794	1	A/N	Disbursement 06 Release Indicator  Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
92	795	802	8	N	Disbursement 06 Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
93	803	803	1	A	Disbursement 06 Enrollment Status  The student's enrollment status at the time you create or update the student record.	1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
94	804	811	8	D	Disbursement 06 Enrollment Status Effective Date  <b>New for 2017-2018!</b> The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left
95	812	826	15	A/N	Filler	Blank	Reserved for future expansion.	Left
96	827	839	13	A/N	Disbursement 07 cross-reference  This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined  Any character except the pipe(" ")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
97	840	841	2	N	Disbursement 07 Sequence Number  Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers.  Cannot be blank if one of the fields within disbursement number 07 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
98	842	849	8	D	Disbursement 07 Date  Date this disbursement was or will be made to the student.	20170101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference.  Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.  Cannot be blank if one of the fields within disbursement number 07 is non-blank.	Left
99	850	856	7	N	Disbursement 07 Amount  Amount of disbursement for student's payment period.	0000000 to 9999999  Dollars and cents, use leading zeros; do not include the \$ sign or decimal point	Cannot be greater than Award Amount.  Cannot be blank if one of the fields within disbursement number 07 is non-blank.	Left
100	857	864	8	N	Disbursement 07 Payment Period Start Date  Beginning date of payment period	20170101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
101	865	865	1	A/N	Disbursement 07 Release Indicator  Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
102	866	873	8	N	Disbursement 07 Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
103	874	874	1	A	Disbursement 07 Enrollment Status  The student's enrollment status at the time you create or update the student record.	1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time		Left
104	875	882	8	D	Disbursement 07 Enrollment Status Effective Date  <b>New for 2017-2018!</b> The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left
105	883	897	15	A/N	Filler	Blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
106	898	910	13	A/N	Disbursement 08 cross-reference  This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined  Any character except the pipe(" ")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
107	911	912	2	N	Disbursement 08 Sequence Number  Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers.  Cannot be blank if one of the fields within disbursement number 08 is non-blank.	Left
108	913	920	8	D	Disbursement 08 Date  Date this disbursement was or will be made to the student.	20170101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference.  Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.  Cannot be blank if one of the fields within disbursement number 08 is non-blank.	Left
109	921	927	7	N	Disbursement 08 Amount  Amount of disbursement for student's payment period.	0000000 to 9999999  Dollars and cents, use leading zeros; do not include the \$ sign or decimal point	Cannot be greater than Award Amount.  Cannot be blank if one of the fields within disbursement number 08 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
110	928	935	8	N	Disbursement 08 Payment Period Start Date  Beginning date of payment period	20170101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
111	936	936	1	A/N	Disbursement 08 Release Indicator  Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
112	937	944	8	N	Disbursement 08 Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
113	945	945	1	A	Disbursement 08 Enrollment Status  The student's enrollment status at the time you create or update the student record.	1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time		Left



Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
114	946	953	8	D	Disbursement 08 Enrollment Status Effective Date  <b>New for 2017-2018!</b> The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left
115	954	968	15	A/N	Filler	Blank	Reserved for future expansion.	Left
116	969	981	13	A/N	Disbursement 09 cross-reference  This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined  Any character except the pipe(" ")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
117	982	983	2	N	Disbursement 09 Sequence Number  Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers.  Cannot be blank if one of the fields within disbursement number 09 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
118	984	991	8	D	Disbursement 09 Date  Date this disbursement was or will be made to the student.	20170101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference.  Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.  Cannot be blank if one of the fields within disbursement number 09 is non-blank.	Left
119	992	998	7	N	Disbursement 09 Amount  Amount of disbursement for student's payment period.	0000000 to 9999999  Dollars and cents, use leading zeros; do not include the \$ sign or decimal point	Cannot be greater than Award Amount.  Cannot be blank if one of the fields within disbursement number 09 is non-blank.	Left
120	999	1006	8	N	Disbursement 09 Payment Period Start Date  Beginning date of payment period	20170101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
121	1007	1007	1	A/N	Disbursement 09 Release Indicator  Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
122	1008	1015	8	N	Disbursement 09 Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
123	1016	1016	1	A	Disbursement 09 Enrollment Status  The student's enrollment status at the time you create or update the student record.	1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time		Left
124	1017	1024	8	D	Disbursement 09 Enrollment Status Effective Date  <b>New for 2017-2018!</b> The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left
125	1025	1039	15	A/N	Filler	Blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
126	1040	1052	13	A/N	Disbursement 10 cross-reference  This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined  Any character except the pipe(" ")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
127	1053	1054	2	N	Disbursement 10 Sequence Number  Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers.  Cannot be blank if one of the fields within disbursement number 10 is non-blank.	Left
128	1055	1062	8	D	Disbursement 10 Date  Date this disbursement was or will be made to the student.	20170101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference.  Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.  Cannot be blank if one of the fields within disbursement number 10 is non-blank.	Left
129	1063	1069	7	N	Disbursement 10 Amount  Amount of disbursement for student's payment period.	0000000 to 9999999  Dollars and cents, use leading zeros; do not include the \$ sign or decimal point	Cannot be greater than Award Amount.  Cannot be blank if one of the fields within disbursement number 10 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
130	1070	1077	8	N	Disbursement 10 Payment Period Start Date  Beginning date of payment period	20170101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
131	1078	1078	1	A/N	Disbursement 10 Release Indicator  Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
132	1079	1086	8	N	Disbursement 10 Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
133	1087	1087	1	A	Disbursement 10 Enrollment Status  The student's enrollment status at the time you create or update the student record.	1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
134	1088	1095	8	D	Disbursement 10 Enrollment Status Effective Date  <b>New for 2017-2018!</b> The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left
135	1096	1110	15	A/N	Filler	Blank	Reserved for future expansion.	Left
136	1111	1123	13	A/N	Disbursement 11 cross-reference  This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined  Any character except the pipe(" ")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
137	1124	1125	2	N	Disbursement 11 Sequence Number  Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers.  Cannot be blank if one of the fields within disbursement number 11 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
138	1126	1133	8	D	Disbursement 11 Date  Date this disbursement was or will be made to the student.	20170101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference.  Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.  Cannot be blank if one of the fields within disbursement number 11 is non-blank.	Left
139	1134	1140	7	N	Disbursement 11 Amount  Amount of disbursement for student's payment period.	0000000 to 9999999  Dollars and cents, use leading zeros; do not include the \$ sign or decimal point	Cannot be greater than Award Amount.  Cannot be blank if one of the fields within disbursement number 11 is non-blank.	Left
140	1141	1148	8	N	Disbursement 11 Payment Period Start Date  Beginning date of payment period	20170101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
141	1149	1149	1	A/N	Disbursement 11 Release Indicator  Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
142	1150	1157	8	N	Disbursement 11 Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
143	1158	1158	1	A	Disbursement 11 Enrollment Status  The student's enrollment status at the time you create or update the student record.	1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time		Left
144	1159	1166	8	D	Disbursement 11 Enrollment Status Effective Date  <b>New for 2017-2018!</b> The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left
145	1167	1181	15	A/N	Filler	Blank	Reserved for future expansion.	Left



Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
146	1182	1194	13	A/N	Disbursement 12 cross-reference  This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined  Any character except the pipe(" ")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
147	1195	1196	2	N	Disbursement 12 Sequence Number  Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers.  Cannot be blank if one of the fields within disbursement number 12 is non-blank.	Left
148	1197	1204	8	D	Disbursement 12 Date  Date this disbursement was or will be made to the student.	20170101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference.  Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.  Cannot be blank if one of the fields within disbursement number 12 is non-blank.	Left
149	1205	1211	7	N	Disbursement 12 Amount  Amount of disbursement for student's payment period.	0000000 to 9999999  Dollars and cents, use leading zeros; do not include the \$ sign or decimal point	Cannot be greater than Award Amount.  Cannot be blank if one of the fields within disbursement number 12 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
150	1212	1219	8	N	Disbursement 12 Payment Period Start Date  Beginning date of payment period	20170101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
151	1220	1220	1	A/N	Disbursement 12 Release Indicator  Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
152	1221	1228	8	N	Disbursement 12 Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
153	1229	1229	1	A	Disbursement 12 Enrollment Status  The student's enrollment status at the time you create or update the student record.	1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
154	1230	1237	8	D	Disbursement 12 Enrollment Status Effective Date  <b>New for 2017-2018!</b> The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left
155	1238	1252	15	A/N	Filler	Blank	Reserved for future expansion.	Left
156	1253	1265	13	A/N	Disbursement 13 cross-reference  This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined  Any character except the pipe(" ")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
157	1266	1267	2	N	Disbursement 13 Sequence Number  Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers.  Cannot be blank if one of the fields within disbursement number 13 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
158	1268	1275	8	D	Disbursement 13 Date  Date this disbursement was or will be made to the student.	20170101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference.  Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.  Cannot be blank if one of the fields within disbursement number 13 is non-blank.	Left
159	1276	1282	7	N	Disbursement 13 Amount  Amount of disbursement for student's payment period.	0000000 to 9999999  Dollars and cents, use leading zeros; do not include the \$ sign or decimal point	Cannot be greater than Award Amount.  Cannot be blank if one of the fields within disbursement number 13 is non-blank.	Left
160	1283	1290	8	N	Disbursement 13 Payment Period Start Date  Beginning date of payment period	20170101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
166	1291	1291	1	A/N	Disbursement 13 Release Indicator  Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
167	1292	1299	8	N	Disbursement 13 Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
168	1300	1300	1	A	Disbursement 13 Enrollment Status  The student's enrollment status at the time you create or update the student record.	1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time		Left
169	1301	1308	8	D	Disbursement 13 Enrollment Status Effective Date  <b>New for 2017-2018!</b> The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left
170	1309	1323	15	A/N	Filler	Blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
171	1324	1336	13	A/N	Disbursement 14 cross-reference  This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined  Any character except the pipe(" ")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
172	1337	1338	2	N	Disbursement 14 Sequence Number  Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers.  Cannot be blank if one of the fields within disbursement number 14 is non-blank.	Left
173	1339	1346	8	D	Disbursement 14 Date  Date this disbursement was or will be made to the student.	20170101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference.  Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.  Cannot be blank if one of the fields within disbursement number 14 is non-blank.	Left
174	1347	1353	7	N	Disbursement 14 Amount  Amount of disbursement for student's payment period.	0000000 to 9999999  Dollars and cents, use leading zeros; do not include the \$ sign or decimal point	Cannot be greater than Award Amount.  Cannot be blank if one of the fields within disbursement number 14 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
175	1354	1361	8	N	Disbursement 14 Payment Period Start Date  Beginning date of payment period	20170101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
176	1362	1362	1	A/N	Disbursement 14 Release Indicator  Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
177	1363	1370	8	N	Disbursement 14 Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
178	1371	1371	1	A	Disbursement 14 Enrollment Status  The student's enrollment status at the time you create or update the student record.	1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
179	1372	1379	8	D	Disbursement 14 Enrollment Status Effective Date  <b>New for 2017-2018!</b> The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left
180	1380	1394	15	A/N	Filler	Blank	Reserved for future expansion.	Left
181	1395	1407	13	A/N	Disbursement 15 cross-reference  This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined  Any character except the pipe(" ")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
182	1408	1409	2	N	Disbursement 15 Sequence Number  Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers.  Cannot be blank if one of the fields within disbursement number 15 is non-blank.	Left



Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
183	1410	1417	8	D	Disbursement 15 Date  Date this disbursement was or will be made to the student.	20170101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference.  Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.  Cannot be blank if one of the fields within disbursement number 15 is non-blank.	Left
184	1418	1424	7	N	Disbursement 15 Amount  Amount of disbursement for student's payment period.	0000000 to 9999999  Dollars and cents, use leading zeros; do not include the \$ sign or decimal point	Cannot be greater than Award Amount.  Cannot be blank if one of the fields within disbursement number 15 is non-blank.	Left
185	1425	1432	8	N	Disbursement 15 Payment Period Start Date  Beginning date of payment period	20170101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
186	1433	1433	1	A/N	Disbursement 15 Release Indicator  Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
187	1434	1441	8	N	Disbursement 15 Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
188	1442	1442	1	A	Disbursement 15 Enrollment Status  The student's enrollment status at the time you create or update the student record.	1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time		Left
189	1443	1450	8	D	Disbursement 15 Enrollment Status Effective Date  <b>New for 2017-2018!</b> The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left
190	1451	1465	15	A/N	Filler	Blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
191	1466	1478	13	A/N	Disbursement 16 cross-reference  This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined  Any character except the pipe(" ")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
192	1479	1480	2	N	Disbursement 16 Sequence Number  Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers.  Cannot be blank if one of the fields within disbursement number 16 is non-blank.	Left
193	1481	1488	8	D	Disbursement 16 Date  Date this disbursement was or will be made to the student.	20170101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference.  Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.  Cannot be blank if one of the fields within disbursement number 16 is non-blank.	Left
194	1489	1495	7	N	Disbursement 16 Amount  Amount of disbursement for student's payment period.	0000000 to 9999999  Dollars and cents, use leading zeros; do not include the \$ sign or decimal point	Cannot be greater than Award Amount.  Cannot be blank if one of the fields within disbursement number 16 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
195	1496	1503	8	N	Disbursement 16 Payment Period Start Date  Beginning date of payment period	20170101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
196	1504	1504	1	A/N	Disbursement 16 Release Indicator  Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
197	1505	1512	8	N	Disbursement 16 Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
198	1513	1513	1	A	Disbursement 16 Enrollment Status  The student's enrollment status at the time you create or update the student record.	1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
199	1514	1521	8	D	Disbursement 16 Enrollment Status Effective Date  <b>New for 2017-2018!</b> The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left
200	1522	1536	15	A/N	Filler	Blank	Reserved for future expansion.	Left
201	1537	1549	13	A/N	Disbursement 17 cross-reference  This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined  Any character except the pipe(" ")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
202	1550	1551	2	N	Disbursement 17 Sequence Number  Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers.  Cannot be blank if one of the fields within disbursement number 17 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
203	1552	1559	8	D	Disbursement 17 Date  Date this disbursement was or will be made to the student.	20170101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference.  Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.  Cannot be blank if one of the fields within disbursement number 17 is non-blank.	Left
204	1560	1566	7	N	Disbursement 17 Amount  Amount of disbursement for student's payment period.	0000000 to 9999999  Dollars and cents, use leading zeros; do not include the \$ sign or decimal point	Cannot be greater than Award Amount.  Cannot be blank if one of the fields within disbursement number 17 is non-blank.	Left
205	1567	1574	8	N	Disbursement 17 Payment Period Start Date  Beginning date of payment period	20170101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
206	1575	1575	1	A/N	Disbursement 17 Release Indicator  Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
207	1576	1583	8	N	Disbursement 17 Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
208	1584	1584	1	A	Disbursement 17 Enrollment Status  The student's enrollment status at the time you create or update the student record.	1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time		Left
209	1585	1592	8	D	Disbursement 17 Enrollment Status Effective Date  <b>New for 2017-2018!</b> The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left
210	1593	1607	15	A/N	Filler	Blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
211	1608	1620	13	A/N	Disbursement 18 cross-reference  This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined  Any character except the pipe(" ")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
212	1621	1622	2	N	Disbursement 18 Sequence Number  Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers.  Cannot be blank if one of the fields within disbursement number 18 is non-blank.	Left
213	1623	1630	8	D	Disbursement 18 Date  Date this disbursement was or will be made to the student.	20170101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference.  Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.  Cannot be blank if one of the fields within disbursement number 18 is non-blank.	Left
214	1631	1637	7	N	Disbursement 18 Amount  Amount of disbursement for student's payment period.	0000000 to 9999999  Dollars and cents, use leading zeros; do not include the \$ sign or decimal point	Cannot be greater than Award Amount.  Cannot be blank if one of the fields within disbursement number 18 is non-blank.	Left



Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
215	1638	1645	8	N	Disbursement 18 Payment Period Start Date  Beginning date of payment period	20170101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
216	1646	1646	1	A/N	Disbursement 18 Release Indicator  Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
217	1647	1654	8	N	Disbursement 18 Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
218	1655	1655	1	A	Disbursement 18 Enrollment Status  The student's enrollment status at the time you create or update the student record.	1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
219	1656	1663	8	D	Disbursement 18 Enrollment Status Effective Date  <b>New for 2017-2018!</b> The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left
220	1664	1678	15	A/N	Filler	Blank	Reserved for future expansion.	Left
221	1679	1691	13	A/N	Disbursement 19 cross-reference  This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined  Any character except the pipe(" ")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
222	1692	1693	2	N	Disbursement 19 Sequence Number  Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers.  Cannot be blank if one of the fields within disbursement number 19 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
223	1694	1701	8	D	Disbursement 19 Date  Date this disbursement was or will be made to the student.	20170101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference.  Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.  Cannot be blank if one of the fields within disbursement number 19 is non-blank.	Left
224	1702	1708	7	N	Disbursement 19 Amount  Amount of disbursement for student's payment period.	0000000 to 9999999  Dollars and cents, use leading zeros; do not include the \$ sign or decimal point	Cannot be greater than Award Amount.  Cannot be blank if one of the fields within disbursement number 19 is non-blank.	Left
225	1709	1716	8	N	Disbursement 19 Payment Period Start Date  Beginning date of payment period	20170101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
226	1717	1717	1	A/N	Disbursement 19 Release Indicator  Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
227	1718	1725	8	N	Disbursement 19 Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
228	1726	1726	1	A	Disbursement 19 Enrollment Status  The student's enrollment status at the time you create or update the student record.	1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time		Left
229	1727	1734	8	D	Disbursement 19 Enrollment Status Effective Date  <b>New for 2017-2018!</b> The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left
230	1735	1749	15	A/N	Filler	Blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
231	1750	1762	13	A/N	Disbursement 20 cross-reference  This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined  Any character except the pipe(" ")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
232	1763	1764	2	N	Disbursement 20 Sequence Number  Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers.  Cannot be blank if one of the fields within disbursement number 20 is non-blank.	Left
233	1765	1772	8	D	Disbursement 20 Date  Date this disbursement was or will be made to the student.	20170101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference.  Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date.  Cannot be blank if one of the fields within disbursement number 20 is non-blank.	Left
234	1773	1779	7	N	Disbursement 20 Amount  Amount of disbursement for student's payment period.	0000000 to 9999999  Dollars and cents, use leading zeros; do not include the \$ sign or decimal point	Cannot be greater than Award Amount.  Cannot be blank if one of the fields within disbursement number 20 is non-blank.	Left

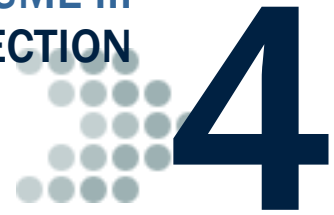
Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
235	1780	1787	8	N	Disbursement 20 Payment Period Start Date  Beginning date of payment period	20170101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
236	1788	1788	1	A/N	Disbursement 20 Release Indicator  Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
237	1789	1796	8	N	Disbursement 20 Enroll OPE ID  The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
238	1797	1797	1	A	Disbursement 20 Enrollment Status  The student's enrollment status at the time you create or update the student record.	1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
239	1798	1805	8	D	Disbursement 20 Enrollment Status Effective Date  <b>New for 2017-2018!</b> The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2017-2018 Award Year, and is not processed or stored by the COD System if sent.	Left
240	1806	1820	15	A/N	Filler	Blank	Reserved for future expansion.	Left
241	1821	1826	6	A	Created Time  Time when the record was created. Supplied by the system.	000000 to 235959 Format is HHMMSS HH = 00 to 23 MM = 00 to 59 SS = 00 to 59	Field is required only for those schools which cannot have a blank field in the last field of a record.	Left
		<b>1826</b>			<b>Total Record Length</b>			

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# Combination System Edits

VOLUME III  
SECTION



*This section lists the end-of-entry data edits applied by the EDEExpress software to data imported or entered for the Federal Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Direct Loan programs.*

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## Pell Grant EExpress Edits

Edit	Field Name	Condition	Message
1000	Payment Methodology	If Payment Methodology = 1 <b>AND</b> Academic Calendar = 1, 5, or 6	Academic Calendar must be 2 = Quarter, 3 = Semester, or 4 = Trimester for Payment Methodology 1 (Formula 1)
1001	Payment Methodology	If Payment Methodology = 2 <b>AND</b> Academic Calendar = 1, 5, or 6	Academic Calendar must be 2 = Quarter, 3 = Semester, or 4 = Trimester for Payment Methodology 2 (Formula 2)
1002	Payment Methodology	If Payment Methodology = 3 <b>AND</b> Academic Calendar = 5 or 6	Academic Calendar must be 1 = Credit Hour, 2 = Quarter, 3 = Semester, or 4 = Trimester for Payment Methodology 3 (Formula 3)
1003	Payment Methodology	If Payment Methodology = 4 <b>AND</b> Academic Calendar = 1, 2, 3, or 4	Academic Calendar must be 5 = Clock Hour, or 6 = Credit Hour w/o Terms for Payment Methodology 4 (Formula 4)
1004	Payment Methodology	If Payment Methodology = 5 <b>AND</b> Academic Calendar = 5	Academic Calendar must be 1 = Credit Hour, 2 = Quarter, 3 = Semester, 4 = Trimester, or 6 = Credit Hour without Terms for Payment Methodology 5 (Formula 5)
1005	Payment Methodology	If Payment Methodology = 1 <b>AND</b> Weeks used to calculate payment is not equal to blank	Weeks of Instructional Time Used to Calculate Payment must be blank for Payment Methodology 1 (Formula 1).
1006	Payment Methodology	If Payment Methodology = 1 <b>AND</b> Weeks in program academic year is not equal to blank	Weeks of Instructional Time in Program's Definition of Academic Year must be blank for Payment Methodology 1 (Formula 1).
1007	Payment Methodology	If Payment Methodology = 5 <b>AND</b> Enrollment Status = 1, 2, or 5	Enrollment Status must be 3 (Half Time) or 4 (Less than ½ Time) for Payment Methodology 5 (Formula 5).

Edit	Field Name	Condition	Message
1100	Weeks of Instructional Time Used to Calculate Payment	If Payment Methodology = 2 <b>AND</b> Weeks used to calculate payment > 29	Valid Range is 00-29 when Payment Methodology is 2 (Formula 2).
1101	Weeks of Instructional Time Used to Calculate Payment	If Weeks of Instructional Time Used to Calculate Payment is greater than Weeks of Instructional Time in Program's Definition of Academic Year	Weeks of Instructional Time Used to Calculate Payment cannot exceed Weeks of Instructional Time in Program's Definition of Academic Year.
1102	Weeks of Instructional Time in Program's Definition of an Academic Year	If Payment Methodology = 2, 3, or 5 <b>AND</b> Weeks of Instructional Time in Program's Definition of an Academic Year is blank <b>OR</b> range is not between 30 and 78	Valid range is 30 - 78 when Payment Methodology is 2 (Formula 2), 3 (Formula 3), or 5 (Formula 5).
1103	Weeks of Instructional Time in Program's Definition of an Academic Year	If Payment Methodology = 4 <b>AND</b> Weeks of Instructional Time in Program's Definition of an Academic Year is blank <b>OR</b> range is not between 26 and 78	Valid range is 26 - 78 when Payment Methodology is 4 (Formula 4).
1104	Weeks of Instructional Time Used to Calculate Payment	If Weeks of Instructional Time Used to Calculate Payment is blank <b>AND</b> Weeks of Instructional Time in Program's Definition of an Academic Year is not blank	Both Weeks of Instructional Time Used to Calculate Payment and Weeks of Instructional Time in Program's Definition of Academic Year must be blank or both must have values.
1106	Credit/Clock Hours in This Student's Program of Study's Academic Year	If Credit/Clock Hours in This Student's Program of Study's Academic Year is blank <b>AND</b> Credit/Clock Hours Used to Calculate Payment is not blank	Both Credit/Clock Hours in This Student's Program of Study's Academic Year and Credit/Clock Hours Used to Calculate Payment must be blank or both must have values.
1107	Credit/Clock Hours Used to Calculate Payment	If Credit/Clock Hours Used to Calculate Payment is blank <b>AND</b> Credit/Clock Hours in This Student's Program of Study's Academic Year is not blank	Both Credit/Clock Hours in This Student's Program of Study's Academic Year and Credit/Clock Hours Used to Calculate Payment must be blank or both must have values.
1110	Credit/Clock Hours in This Student's Program of Study's Academic Year	If Academic Calendar = 5 <b>AND</b> Credit/Clock Hours in This Student's Program of Study's Academic Year < 900 <b>OR</b> Credit/Clock Hours in This Student's Program of Study's Academic Year > 3120	Credit/Clock Hours in This Student's Program of Study's Academic Year has a valid range of 0900 to 3120 for Academic Calendar 5 (Clock hour).
1111	Credit/Clock Hours Used to Calculate Payment	If Academic Calendar = 6 <b>AND</b> Credit/Clock Hours Used to Calculate Payment > 100	Hours/Credits Paid this Year has a valid range of 0000 to 0100 for Academic Calendar 6 (Credit Hour without terms).
1112	Credit/Clock Hours in This Student's Program of Study's Academic Year	If Payment Methodology = 1, 2, or 3 <b>AND</b> Credit/Clock Hours in This Student's Program of Study's Academic Year is not blank	Field must be blank if Payment Methodology = 1 (Formula 1), 2 (Formula 2), or 3 (Formula 3)

## Combination System Edits

## Pell Grant EDEExpress Edits

Edit	Field Name	Condition	Message
1113	Credit/Clock Hours in This Student's Program of Study's Academic Year	If Academic Calendar = 1, 2, 3, or 4 <b>AND</b> Credit/Clock Hours in This Student's Program of Study's Academic Year is not blank	Credit/Clock Hours in this student's Program of Study's Academic Year must be blank when academic calendar is not 5 (Clock hour) or 6 (Credit hour w/o terms).
1114	Credit/Clock Hours in This Student's Program of Study's Academic Year	If Academic Calendar = 6 <b>AND</b> (Credit/Clock Hours in This Student's Program of Study's Academic Year < 24 or Credit/Clock Hours in This Student's Program of Study's Academic Year > 100)	Credit/Clock Hours in this student's Program of Study's Academic Year must be greater than or equal to 24 and less than or equal to 100.
1120	Credit/Clock Hours Used to Calculate Payment	If Credit/Clock Hours Used to Calculate Payment is greater than Credit/Clock Hours in This Student's Program of Study's Academic Year	Credit/Clock Hours used to Calculate Payment cannot exceed Credit/Clock Hours in this student's Program of Study's Academic Year.
1121	Credit/Clock Hours Used to Calculate Payment	If Academic Calendar = 1, 2, 3, or 4 <b>AND</b> Credit/Clock Hours Used to Calculate Payment is not blank	Credit/Clock Hours in this student's Program of Study's Academic year must be blank when Academic Calendar is not 5 (Clock Hour) or 6 (Credit Hour w/o Terms).
1200	Award Amount for Entire School Year	If Payment Methodology = 1 <b>AND</b> Enrollment Status = 1, or Enrollment Status = 2, or Enrollment Status = 3, or Enrollment Status = 4, or Enrollment Status = 5 <b>AND</b> Award Amount for Entire School Year is greater than Scheduled Federal Pell Grant	Award amount exceeds payment amount ceiling.
1205	Award Amount for Entire School Year	If Payment Methodology = 2 or 3 <b>AND</b> Enrollment Status = 1, 2, 3, 4, or 5 <b>AND</b> Award Amount for Entire School Year is greater than Total Payment Ceiling	Award Amount exceeds payment amount ceiling.
1209	Award Amount for Entire School Year	If Payment Methodology = 4 <b>AND</b> Award Amount for Entire School Year is greater than the result of two formulas below: (Scheduled Federal Pell Grant for EFC COA * Weeks Used to Calculate Payment) / Weeks in Program Academic Year (Result of first formula * Hours/Credits Paid from Year) / Hours/Credits in Program Academic Year	Award Amount exceeds payment amount ceiling.

Edit	Field Name	Condition	Message
1210	Award Amount for Entire School Year	<p>If Payment Methodology = 5  <b>AND</b>  Academic Calendar = 6  <b>AND</b>  Award Amount for Entire School Year is greater than the result of two formulas below  (Annual Pell Grant award at half-time or less than half-time * Weeks Used to Calculate Payment) / Weeks in Program Academic Year  (Result of first formula * Hours/Credits Paid from Year) / Hours/Credits in Program Academic Year</p>	Award Amount exceeds payment amount ceiling.
1211	Award Amount for Entire School Year	<p>If Enrollment Status = 3  <b>AND</b>  Payment Methodology = 5  <b>AND</b>  Academic Calendar = 1, 2, 3, or 4  <b>AND</b>  (Award Amount for Entire School Year) is greater than (Annual award at half-time * Weeks Used to Calculate Pell Student) / Weeks in Program Academic Year</p>	Award Amount exceeds payment amount ceiling.
		<p><b>OR</b>  If Enrollment Status = 4  <b>AND</b>  Payment Methodology = 5  <b>AND</b>  Academic Calendar = 1, 2, 3, or 4  <b>AND</b>  (Award Amount for Entire School Year) is greater than (Annual award at less than half-time * Weeks Used to Calculate Pell Student) / Weeks in Program Academic Year</p>	Award Amount exceeds payment amount ceiling.
1213	Award Amount for Entire School Year	If Award Amount for Entire School Year is greater than Total Payment Ceiling	Award Amount exceeds remaining eligibility.
1302	Verification Status Code	<p>If the Verification Status Code = W  <b>AND</b>  The Disbursement Release Indicator = True (selected)  <b>AND</b>  The Disbursement 1, Sequence 1 amount &gt; 50% of the Scheduled Award on the Pell Grant Origination record</p>	<p>Verification Status Code = W. The Disbursement Amount is greater than 50% of the Scheduled Award Amount.</p> <p><b>Note:</b> The COD System only accepts one disbursement of up to 50% of the scheduled award with a verification status = W.</p>

## Combination System Edits

## Pell Grant EExpress Edits

Edit	Field Name	Condition	Message
1303	Verification Status Code	If the Verification Status Code = W <b>AND</b> The Disbursement Release Indicator = True (selected) for Sequence 01 and Sequence > 01 <b>AND</b> The Disbursement 1, Sequence > 1 adjustment amount > Disbursement 1, Sequence 1 amount	Verification Status Code = W. The Disbursement Amount is greater than the Disbursement 1, Sequence 1 Disbursement Amount.  <b>Note:</b> The COD System accepts only one disbursement of up to 50% of the scheduled award with a verification status = W.
1304	Verification Status Code	If the Verification Status Code = W <b>AND</b> The Disbursement Release Indicator = True (selected) <b>AND</b> The Disbursement # > 1	Verification Status Code = W. The Disbursement Release Indicator can only be selected for the first disbursement.  <b>Note:</b> The COD System accepts only one disbursement of up to 50% of the scheduled award with a verification status = W.
1450	Award Amount for Entire School Year	If Award Amount for Entire School Year is less than Total Disbursement Amount	Total Disbursement Amount exceeds Award Amount for the entire school year.
1470	Reporting Entity ID	If the Reporting Entity ID associated with the reporting campus is blank	Reporting Entity ID (Institution Setup) can not be blank.
1475	Attended Entity ID	If the Attended Entity ID associated with the reporting campus is blank	Attended Entity ID (Institution Setup) can not be blank.
1500	Submitted Amount	If the Disbursement Date is non-blank <b>AND</b> Submitted Amount is blank	Disbursement Date and Submitted Amount must both be non-blank.
1510	Disbursement Date	If the Disbursement Date is blank <b>AND</b> Submitted Amount is non-blank	Disbursement Date and Submitted Amount must both be non-blank.
1520	Disbursement Date	If Funding Method from Pell School setup is Advance Pay or Cash Monitoring 1 <b>AND</b> Disbursement Release Indicator = True (selected) <b>AND</b> Current date > 7 days before the Disbursement Date	Current date cannot be more than 7 days prior to the Disbursement date.
1535	Enrollment Status	If Enrollment Status is blank <b>AND</b> Payment Methodology = 1, 2, 3, or 5 <b>AND</b> Academic Calendar is not equal to 5 or 6	Enrollment Status is required for Payment Methodologies 1, 2, 3, and 5.

Edit	Field Name	Condition	Message
1540	Disbursement Date	If Funding Method from Pell School setup is Cash Monitoring 2 or Reimbursement <b>AND</b> Disbursement Release Indicator = True (selected) <b>AND</b> Current date is more than zero days before the Disbursement Date	Current Date cannot be more than 0 days prior to the Disbursement Date.
1550	Date of Birth	If the student's Date of Birth is blank	Student's Date of Birth (Demo tab) cannot be blank.
1560	Funding Method	If the Disbursement Release Indicator = True (selected) <b>AND</b> Funding Method associated with the reporting campus is blank	Reporting Campus Funding Method (Institution Setup) can not be blank.
1565	Student Eligibility Code	The Student Eligibility Code (on the Demo tab) is blank.	The Student Eligibility Code (Demo tab) cannot be blank.
1570	Sequence Number	If the Disbursement Sequence Number being added is not the next available sequential sequence number for a particular disbursement	Sequence Number must be the next available number.
1575	Sequence Number	If sequence number = 60  <b>Note:</b> This is a warning edit only.	You have reached or exceeded your 60th disbursement sequence. You are only allowed to save a maximum of 65 disbursement sequences.
1580	Submitted Amount	If the Disbursement Sequence Number = 01 <b>AND</b> Disbursement Release Indicator = False (not selected) <b>AND</b> Document ID is blank <b>AND</b> Disbursement Amount = 0	Disbursement Amount cannot be equal to zero for Disbursement Sequence Number 01.
1585	Submitted Amount	If the Disbursement Amount is blank or $\leq 0$ for Sequence Number 01 <b>AND</b> Disbursement Release Indicator = True (selected)	Disbursement Amount is less than or equal to zero for Disbursement Sequence Number 01.
1595	Sequence Number	If the sequence number being added > 65 <b>AND</b> Document ID is blank	More than 65 disbursement sequences are not allowed.

Edit	Field Name	Condition	Message
1600	Disbursement Profile Code	<p>If the Award Amount for Entire School Year on an origination record = 0 or blank  <b>AND</b>  The user attempts to add a Disbursement Profile to that record</p> <p><b>OR</b></p> <p>If the Award Amount for Entire School Year on an origination record &gt; 0 (and non-blank)  <b>AND</b>  A Disbursement Profile has already been saved for that record  <b>AND</b>  The user attempts to change the Award Amount for Entire School Year on that record to 0 or blank</p>	Disbursement Profile Code must be blank when Award Amount for Entire School Year is blank or 0.
1680	Award Amount for Entire School Year	<p>If Award Amount for Entire School Year = 0</p> <p><b>Note:</b> This is a warning edit only.</p>	The Award Amount for Entire School Year is zero. If this is an initial award, this record will reject at COD, since zero is not an acceptable award amount on an initial submission. If this is a correction and you are zeroing out a previous award amount, COD will accept this.
1690	Sequence Number	If the highest sequence number for the existing disbursement you are trying to modify has the same values for Amount Submitted, Disbursement Date, Enroll OPE ID, Enrollment Status, Enrollment Status Effective Date, Payment Period Start Date, Program Attendance Begin Date, CIP Code, CIP Code Year, Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year as the new disbursement sequence number you are trying to save.	An actual disbursement record with the same values already exists for this disbursement.
9997	Disbursement Release Indicator	<p>If Sequence number is &gt; 01  <b>AND</b>  Disbursement Release Indicator = False (not selected)</p>	The disbursement release indicator must be set sequences 02 - 65.
9998	Origination Status	<p>If the disbursement is a new disbursement  <b>AND</b>  The Origination Status of the origination record = N (Not ready)</p>	Disbursements are not allowed when the Origination Status is Not Ready.



## Direct Loan EExpress Edits

Edit	Field Name	Condition	Message
0117	Loan Amount Approved Anticipated Gross Amount Actual Gross Amount	When creating initial actual disbursements or updating anticipated disbursements on a loan that has not been exported, the sum of the actual and anticipated gross disbursements does not equal the loan amount approved	If a loan has not been exported, the sum of its Actual and Anticipated gross disbursements must equal the Loan Amount Approved.
1010	Parents Date of Birth	PLUS (Loan Type = P) only If Student's Date of Birth = Parent's Date of Birth	Parent's date of birth may not be the same as the student's date of birth.
1025	Borrower Default on Education Loans	If changed to Y (Y = Yes in default on education loans) <b>AND</b> An actual disbursement(s) exist	All current and future disbursements must be adjusted to \$0 prior to changing default status to Yes.
1035	Dependency Status	If Dependency Status = D (Dependent) <b>AND</b> Year in College = 6 or 7	Graduate Students cannot be dependent.
1045	Loan Amount Approved	If Loan Amount Approved is non-blank <b>AND</b> Dependency Status <b>OR</b> College Grade Level are blank	Loan amount approved cannot be entered unless dependency status and college grade level are present.
1050	Loan Amount Approved	If loan type is PLUS or Grad PLUS <b>AND</b> Endorser Amount is > \$0 <b>AND</b> Loan Amount Approved is modified to be greater than the approved Endorser Amount <b>AND</b> Credit Requirements Met = Yes	Loan Amount Approved cannot exceed the Endorser Amount.
1055	Loan Amount Approved	<b>Note:</b> This edit is not applicable when a loan contains one or more Type P (Servicing Refund) disbursement records in the actual disbursement table  For records where: Loan Type = S Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = D Grade Level = 0 or 1 Loan Amount Approved > 3500	The Loan Amount Approved for this loan exceeds annual loan limits for this student. Maximum Loan Amount [99999].  <i>(Where 99999 = amount exceeded in condition to the left.)</i>
		<b>OR</b> Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = D	

## Combination System Edits

## Direct Loan EExpress Edits

Edit	Field Name	Condition	Message
		Grade Level = 0 or 1 Loan Amount Approved > 5500	
1055 (Cont.)	Loan Amount Approved	<b>OR</b> For records where: Loan Type = S Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = D Grade Level = 2 Loan Amount Approved > 4500	
		<b>OR</b> For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = D Grade Level = 2 Loan Amount Approved > 6500	
		<b>OR</b> For records where: Loan Type = S Health Professions Programs Flag is blank Additional Unsub Flag is blank Additional Unsub Preprofessional or Teacher Certification is blank Dependency Status = D Grade Level = 3, 4, or 5 Loan Amount Approved > 5500	
		<b>OR</b> For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag is blank Additional Unsub Preprofessional or Teacher Certification is blank Dependency Status = D Grade Level = 3, 4, or 5 Loan Amount Approved > 7500	

## Combination System Edits

## Direct Loan EExpress Edits

Edit	Field Name	Condition	Message
1055 (Cont.)	Loan Amount Approved	<b>OR</b> For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag = Y Dependency Status = D Grade Level = 0 or 1 Loan Amount Approved > 9500	
		<b>OR</b> For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag = Y Dependency Status = D Grade Level = 2 Loan Amount Approved > 10500	
		<b>OR</b> For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag = Y Additional Unsub Preprofessional or Teacher Certification is blank Dependency Status = D Grade Level = 3, 4, or 5 Loan Amount Approved > 12500	
		<b>OR</b> For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = I Grade Level = 0 or 1 Loan Amount Approved > 9500	
		<b>OR</b> For records where: Loan Type = S Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = I Grade Level = 0 or 1 Loan Amount Approved > 3500	

## Combination System Edits

## Direct Loan EExpress Edits

Edit	Field Name	Condition	Message
1055 (Cont.)	Loan Amount Approved	<b>OR</b> For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = I Grade Level = 2 Loan Amount Approved > 10500	
		<b>OR</b> For records where: Loan Type = S Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = I Grade Level = 2 Loan Amount Approved > 4500	
		<b>OR</b> For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag is blank Additional Unsub Preprofessional or Teacher Certification is blank Dependency Status = I Grade Level = 3, 4, or 5 Loan Amount Approved > 12500	
		<b>OR</b> For records where: Loan Type = S Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = I Grade Level = 3, 4, or 5 Loan Amount Approved > 5500	
		<b>OR</b> For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = I Grade Level = 6 or 7 Loan Amount Approved > 20500	

## Combination System Edits

## Direct Loan EExpress Edits

Edit	Field Name	Condition	Message
1055 (Cont.)	Loan Amount Approved	<b>OR</b> For records where: Loan Type = S Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = I Grade Level = 6 or 7 Loan Amount Approved > 8500	
		<b>OR</b> For records where: Loan Type = U Health Professions Programs Flag = Y Additional Unsub Flag is blank Dependency Status = I Grade Level = 6 or 7 Loan Amount Approved > 47167	
		<b>OR</b> For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Preprofessional or Teacher Certification = Y Additional Unsub Flag is blank Dependency Status = I Grade Level = 5 Loan Amount Approved > 12500	
		<b>OR</b> For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Preprofessional or Teacher Certification = Y Additional Unsub Flag = Y or is blank Dependency Status = D Grade Level = 5 Loan Amount Approved > 12500	
1060	Student Eligibility Code	If the Student Eligibility Code (on the Demo tab) is blank	The Student Eligibility Code cannot be blank.

## Combination System Edits

## Direct Loan EExpress Edits

Edit	Field Name	Condition	Message
1065	MPN Status	If MPN Status is changed to S <b>AND</b> The current MPN Status is not P  <b>OR</b>  If current MPN Status is not R <b>AND</b> The MPN Print Indicator is F	MPN Status may not be changed to S (Signed) from any status other than P (Printed) or from any status other than R (Ready) when the MPN Print Indicator is F (On-site - Custom System).
1080	Borrower Signed MPN Date	If Borrower Signed MPN Date is changed to blank <b>AND</b> MPN Status is not changed to T	Date Signed MPN Received cannot be changed to blank unless MPN Status is changed to T (MPN Exists).
1085	Borrower Signed MPN	If MPN Status is not equal to A, S, M, I, E, C, or X <b>AND</b> Signed MPN Received Date is non-blank  <b>OR</b>  If MPN Status = S <b>AND</b> Signed MPN Received Date is blank	MPN Status must be Signed, Manifested, Pending, Inactive, Closed, or Accepted when Signed MPN Received Date is non-blank.  Signed MPN Received Date is required on signed MPNs.
1086	Borrower Signed MPN Date	If Borrower Signed MPN Date is in the future	Borrower Signed MPN Date may not be in the future.
1090	Borrower's Citizenship	If Loan Type = P (PLUS) <b>AND</b> Borrower's Citizenship is changed to blank	Citizenship may not be blank.
1095	Reporting Entity Attended Entity	If the Reporting Entity ID associated with the School Code indicated on the DL record being edited is blank <b>OR</b> If the Attended Entity ID associated with the School Code indicated on the DL record being edited is blank	The Reporting and Attended Entity IDs associated with the School Code listed on this loan cannot be blank.
1100	Borrower's Citizenship	If Borrower's Citizenship = 3 <b>AND</b> Loan Type = PLUS (P)	The Borrower's Citizenship Status may not be 3 (Not Eligible) for a PLUS loan.
1110	Loan Period Start Date	If the Loan Period Start Date is after 6/30/2018 and the loan's Origination Status is not A or B	The Loan Period Start Date must be on or before 6/30/2018.
1115	Loan Period End Date	If the Loan Period End Date is before 7/1/2017 and the loan's Origination Status is not A or B	The Loan Period End Date must be on or after 07/01/2017.

## Combination System Edits

## Direct Loan EExpress Edits

Edit	Field Name	Condition	Message
1125	Loan Period End Date	If Loan Period End Date is equal to or earlier than Loan Period Start Date	Loan Period Start Date must be prior to Loan Period End Date.
1136	Academic Year End Date	If Loan Period Start Date is before the Academic Year Start Date <b>OR</b> If Loan Period End Date is after the Academic Year End Date	Loan Period must be within Academic Year. Review Loan Period Start and End Dates and Academic Year Start and End Dates.
1150	CPS Transaction #	If a loan record is being saved and the CPS Transaction # = 00.	Loan was not created because the CPS Transaction # field must contain a value in the range of 01-99 when creating loan records.
1205	Funding Method	If the Funding Method for the School Code and enroll OPE ID listed on a record is blank <b>AND</b> Actual disbursements are being added	Funding Method cannot be blank for School Code and Enroll OPE ID listed on this loan record.
1210	Disbursement Sequence Number	If 65 transaction sequences exist for an actual disbursement number and another sequence for that disbursement number is added	You may only have 65 transaction sequences for each disbursement.
1215	Inactive Flag	If Inactive flag = Y <b>AND</b> Actual disbursements added	This Loan is currently Inactive. You must remove the Inactive Flag before making any disbursements.
1220	Disbursement Number	If the highest sequence number for the existing disbursement you are trying to modify has the same values for Gross Amount, Disbursement Date, Enroll OPE ID, Enrollment Status, Enrollment Status Effective Date, Program Attendance Begin Date, Payment Period Start Date, CIP Code, CIP Code Year, Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year as the new disbursement sequence number you are trying to save.	An actual disbursement record with the same values already exists for this disbursement.
1230	Payment Period Start Date	If the Payment Period Start Date for an actual disbursement is not within the loan period and one of the following two conditions is true:  - The actual disbursement amount is greater than zero and the Origination Status is A or B <b>OR</b> - The Origination Status is E or R	The Payment Period Start Date must be within the Loan Period when:  -the Origination Status is A or B and the Actual Disbursement Amount is greater than zero  OR  -the Origination Status is E or R.

## Combination System Edits

## Direct Loan EExpress Edits

Edit	Field Name	Condition	Message
1240	Payment Period Start Date	<p>If the Payment Period Start Date for an anticipated disbursement is not within the loan period and one of the following two conditions is true:</p> <ul style="list-style-type: none"> <li>- The anticipated disbursement amount is greater than zero and the Origination Status is A or B</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>- The Origination Status is E or R</li> </ul>	<p>The Payment Period Start Date must be within the Loan Period when:</p> <ul style="list-style-type: none"> <li>-the Origination Status is A or B and the Anticipated Disbursement Amount is greater than zero</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>-the Origination Status is E or R.</li> </ul>
2000	Disbursement-Anticipated Date	If Anticipated Disbursement date entered is more than 10 days before Loan Period Start Date and Anticipated Gross Amount is greater than zero.	Anticipated Disbursement date #N may not be more than 10 days prior to Loan Period Start Date if Anticipated Gross Amount is greater than zero.
2001	Date	If Actual Disbursement Date entered is more than 10 days before Loan Period Start Date and Actual Disbursement Gross Amount is greater than zero.	Actual Disbursement date #N may not be more than 10 days prior to Loan Period Start Date if the Actual Disbursement Gross Amount is greater than zero.
2002	Date	<p>If an Actual Disbursement is being saved or an Anticipated Disbursement is being released when the current date is greater than:</p> <ul style="list-style-type: none"> <li>- Seven days before the Disbursement Date when the COD System Funding Method for the School and Enroll OPE ID associated with the loan is Advanced Pay or CM1</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>- Zero days before the Disbursement Date when the COD System Funding Method for the school and Enroll OPE ID associated with the loan is CM2 or Reimbursement</li> </ul>	The number of days prior to the disbursement date entered is greater than that allowed by the Funding Method chosen.
2010	Anticipated Detail fields	<p>If Anticipated Disbursement Date, Anticipated Disbursement Enroll OPE ID, or Anticipated Disbursement Payment Period Start Date is not present</p> <p><b>AND</b></p> <p>Any other anticipated disbursement detail is present</p>	Anticipated Disbursement #N detail fields may not be completed without an Anticipated Disbursement Date, an Anticipated Disbursement Enroll OPE ID, and an Anticipated Disbursement Payment Period Start Date.
3000	Credit Requirements Met	<p>If loan type is PLUS or Grad PLUS</p> <p><b>AND</b></p> <p>Credit Requirements Met is not Yes</p> <p><b>AND</b></p> <p>you are attempting to create an Actual Disbursement for the record.</p>	Credit Requirements Met must be Yes in order to disburse funds for PLUS or Grad PLUS loans.



## Combination System Edits

## Direct Loan EExpress Edits

Edit	Field Name	Condition	Message
3042	Disbursement Status	If Disbursement Date, Enroll OPE ID, Enrollment Status, Enrollment Status Effective Date, Program Attendance Begin Date, Payment Period Start Date, CIP Code, CIP Code Year, Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year has been changed <b>AND</b> Current Disbursement Number is not at Disbursement Status of A (Accepted) or B (Batched)	Disbursement must be Accepted or Batched before a disbursement date, Enroll OPE ID, Payment Period Start Date, Enrollment Status, Published Program Length, Published Program Length Units, Weeks Program Academic Year, Special Programs, Program Credential Level, CIP Code, CIP Code Year, Enrollment Status Effective Date, or Program Attendance Begin Date change is applied to that Disbursement.
3050	Action Amount	If initial actual disbursement is being created <b>AND</b> Disbursement Amount = 0	Actual Disbursement Amount #N may not be equal to zero.
3055	Action Disbursement Number	If Action Disbursement Number > 01 <b>AND</b> Actual Disbursement 01 does not exist	Disbursement number 01 must be entered before this disbursement.
3080	Date	If Actual Disbursement Date entered > current date plus seven days	Actual disbursement #N may not be more than 7 days in the future.
3085	Date	If Actual Disbursement Date is blank	Blank is not a valid value for the Actual Disbursement Date field.
3090	Actual Gross Amount	Edit displays if conditions 1 and 3 are true <b>OR</b> 2 and 3 are true  Condition 1: MPN status = N, R, or P <b>AND</b> Condition 2: Origination Status = N <b>AND</b> Condition 3: Entered amount is changed and saved as non-zero	MPN must be signed prior to entering Actual Disbursement #N.
3105	Date	If the Actual Disbursement Date is more than 180 days past the Loan Period End Date and Actual Disbursement Gross Amount is greater than zero.	Actual Disbursement Date #N is more than 180 days past the Loan Period End Date and the Actual Disbursement Amount is greater than zero.
3900	Actual Gross Amount	If an Actual Disbursement Gross Amount < 0	Actual gross disbursement amount must be greater than or equal to 0 (zero).
3911	Actual Gross Amount	Total gross amount of the Actual Disbursements cannot exceed the Endorser Amount or the Loan Amount Approved, whichever is less	Actual gross disbursement total may not exceed the Loan Amount Approved or Endorser Amount.
3914	Actual Gross Amount	If loan = inactive <b>AND</b> Sum of Actual Gross Amounts > 0	You must first adjust all Actual Disbursements to \$0 before you can mark this loan inactive.

## Combination System Edits

## Direct Loan EExpress Edits

Edit	Field Name	Condition	Message
3995	Actual Gross Amount	If Loan Type is Sub or Unsub <b>AND</b> Require Entrance Interview flag is selected in System setup <b>AND</b> College Grade Level = 0 or 1 <b>AND</b> Loan Entrance Interview Date on Demo is blank	Actual disbursements may not be saved without an Entrance Interview for Grade Level 0 or 1.
4001	Borrower Current SSN	PLUS only If PLUS (Loan Type = P) Borrower's Current SSN = Student's Current SSN	Parent's Current SSN may not be the same as the Student's Current SSN.
4002	Anticipated Disbursement Number	If less than two anticipated disbursement records exist for a loan <b>AND</b> School is not a Special School	WARNING –COD may reject this record since less than 2 Anticipated Disbursements exist and you have not indicated you are a Special School in System Setup.
4003	Disbursement Profile Code	If the Disbursement Profile Code is changed <b>AND</b> Loan Status = A or B	The Disbursement Profile Code may not be changed when the loan status is Accepted or Batched.
4005	Date of Birth	If the Student's Date of Birth is not 01011918 to 12312009	Student's Date of Birth must be between 01/01/1918 and 12/31/2009.
4006	MPN	If MPN Status is changed to = T <b>AND</b> The current MPN Status is not N, R, P, S, or M	MPN Status may not be changed to T (Exists) when the current status is not N, R, P, S, or M.
4007	Local Zip Code Local Address State	If Student's Local Zip Code is non-blank <b>AND</b> Local State is blank <b>OR</b> Student's local address state is non-blank <b>AND</b> is not "AB," "BC," "CN," "FC," "MB," "MX," "NB," "NF," "NL," "NS," "NT," "NU," "ON," "PE," "PQ," "QC," "SK," or "YT" <b>AND</b> Zip Code is blank	Student's Local Address State should not be blank. <b>OR</b> Student's Local Zip Code should not be blank.
4008	Local Address	If only one of the local address fields is non-blank	At least two Local Address fields must be populated.
4009	Student's Name	If Student's First Name is blank <b>AND</b> Student's Last Name is blank	Student's First and Last Names cannot both be blank.

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## Direct Loan EExpress Edits

Edit	Field Name	Condition	Message
4010	Parent's Name	If Parent's First Name is blank <b>AND</b> Parent's Last Name is blank <b>AND</b> Origination Status is not N (N/A to Imports)	Parent's First and Last Names cannot both be blank.
4011	Current SSN	If PLUS (Loan Type = P) Borrower's Current SSN is changed to blank <b>AND</b> Origination Status is not N	Parent's Current SSN may not be changed to blank after the loan is originated.
4013	Student's Alien Registration Number (ARN)	If Student's ARN is blank <b>AND</b> Student's Citizenship Status = 2	Student's Alien Registration Number may not be blank when Student's Citizenship Status is 2 (Eligible Non-citizen).
4014	Parent's Alien Registration Number (ARN)	If Parent's ARN is blank <b>AND</b> Parent's Citizenship Status = 2	Parent's Alien Registration Number may not be blank when Parent's Citizenship Status is 2 (Eligible Non-citizen).
4015	Inactive Disbursement Profile Codes	If Disbursement Profile Code from Disbursement Profile imported from the prior year has not been updated (inactive)	Disbursement Profile Code is currently inactive. Update the Disbursement profile associated with this Disbursement Profile Code in Disbursement Setup to make it active.
4025	Grade Level for Grad PLUS	If Grade Level $\leq$ 5 for a Grad PLUS loan (Loan Type = G)	Grade Level must be 6 or higher for Grad PLUS loans.
4030	Additional Unsub Preprofessional or Teacher Certification?	If Additional Unsub Preprofessional or Teacher Certification = Y <b>AND</b> Grade level is not equal to 5	Additional Unsub Preprofessional or Teacher Certification field can not be selected when grade level is not = 5.
4035	Additional Unsub Eligibility for Health Profession Programs	If Additional Unsub Eligibility for Health Profession Programs = Y <b>AND</b> Grade level is not equal to 6 or 7	Additional Unsub Eligibility for Health Profession Programs field can not be selected when grade level is not 6 or 7.
4040	Additional Unsub Eligibility for Health Profession Programs Additional Unsub Preprofessional or Teacher Certification	If Additional Unsub Eligibility for Health Profession Programs = Y <b>AND</b> Additional Unsub Preprofessional or Teacher Certification = Y on the same loan record	The Additional Unsub Eligibility for Health Profession Programs and the Additional Unsub Preprofessional or Teacher Certification fields can not both be selected on the same loan.

## TEACH Grant EExpress Edits

Edit	Field Name	Condition	Message
5001	Citizenship	If Citizenship Status = 3	The Citizenship Status may not be 3 (Not Eligible) for a TEACH Grant.
5003	Local City Local State	<p>If Student's Local Zip Code is not blank  <b>AND</b>  Local State is blank</p> <p><b>OR</b></p> <p>If Student's local address state is not blank <b>AND</b>  is not "CN," "MX," "FC," "AB", "BC", "MB", "NB", "NF", "NL", "NS", "NT", "NU",  "ON", "PE", "PQ", "QC", "SK" or "YT"  <b>AND</b>  Zip Code is blank</p>	<p>Student's Local Address State should not be blank.</p> <p><b>OR</b></p> <p>Student's Local Zip Code should not be blank.</p>
5004	Local Address Local City Local State Local Zip Code	If only one of the local address fields is non-blank	At least two Local Address fields must be populated.
5005	Last Name First Name	If Student's First and Last Name are blank	Student's First and Last Names cannot both be blank.
5006	ARN	If Student's Alien Registration Number (ARN) is blank when Student's Citizenship Status = 2	Student's Alien Registration Number may not be blank when Student's Citizenship Status is 2 (Eligible Non-citizen).
5007	Date of Birth	If the student's Date of Birth is blank	Student's Date of Birth (Demo tab) cannot be blank.
5009	Award Amount	<p>If the Award Amount = 0</p> <p><b>Note:</b> This is a warning edit only.</p>	The Award Amount for the Entire School Year is zero. If this is an initial award, this record will reject at COD, since zero is not an acceptable award amount on an initial submission. If this is a correction and you are zeroing out a previous award amount, COD will accept this.
5010	Student Eligibility Code	If the Student Eligibility Code (on the Demo tab) is blank.	The Student Eligibility Code (Demo tab) cannot be blank.
5012	Enrollment Status	If the Enrollment Status on the origination record is blank	Enrollment Status cannot be blank.

## Combination System Edits

## TEACH Grant EExpress Edits

Edit	Field Name	Condition	Message
5100	Disbursement Amount Award Amount	If creating initial actual disbursements or updating anticipated disbursements on an award that has not been exported <b>AND</b> The sum of the Actual and Anticipated disbursements does not equal the Award Amount for Entire School Year for the origination	If the Award has not been exported, the sum of its Actual and Anticipated disbursements must equal the Amount Approved for the origination.
5101	Disbursement Sequence Number	If 65 transaction sequences exist for an actual disbursement number <b>AND</b> Another sequence for that disbursement number is added	You may only have 65 transaction sequences for each disbursement.
5102	Disbursement Sequence Number	If a new disbursement sequence is added <b>AND</b> Current actual disbursement # is not Accepted or Batched	Actual Disbursement must be Accepted or Batched before a change is applied to that Actual Disbursement.
5103	Disbursement Amount	If sequence 01 of the actual disbursement is being created <b>AND</b> Amount = 0	Actual Disbursement Amount #N (nn) may not be equal to zero.
5104	Disbursement Sequence Number	If the highest sequence number for the existing disbursement you are trying to modify has the same values for Amount Submitted, Disbursement Date, Enroll OPE ID, Enrollment Status, Enrollment Status Effective Date, Payment Period Start Date, Program Attendance Begin Date, CIP Code, CIP Code Year, Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year as the new disbursement sequence number you are trying to save.	An actual disbursement record with the same values already exists for this disbursement.
5106	Disbursement	If the Disbursement Number > one (01) <b>AND</b> Disbursement 01 does not exist	Disbursement Number 01 must be entered before this disbursement.
5107	Disbursement Sequence Number	If a new disbursement sequence is added <b>AND</b> Current disbursement sequence = an anticipated disbursement	Adjustment not allowed based on Disbursement Release Indicator or Disbursement Status of the last Disbursement Sequence/Adjustment.
5108	Disbursement Date	If attempting to save an actual disbursement subsequent to and with a date prior to the actual disbursement 01's date <b>AND</b> Disbursement 01 is not equal to A	Actual disbursement 01 must be accepted before a subsequent actual disbursement with an earlier date can be saved.
5109	Disbursement Amount Award Amount	If Award Amount for Entire School Year is less than Total Disbursement Amount	Total Disbursement Amount exceeds Award Amount for Entire School Year.
5110	Disbursement Date	If an anticipated disbursement is saved with a date earlier than the previous anticipated disbursement	Anticipated disbursements must be entered in chronological order.

## Combination System Edits

## TEACH Grant EExpress Edits

Edit	Field Name	Condition	Message
5111	Disbursement Date Funding Method	If Funding Method from TEACH School Setup is Advance or Cash Monitoring 1 <b>AND</b> Disbursement Release Indicator = True (selected) <b>AND</b> Current date > 7 days before the Disbursement Date	Current date cannot be more than 7 days prior to the Disbursement date.
5112	Disbursement Date Funding Method	If Funding Method from TEACH School setup is Cash Monitoring 2 or Reimbursement <b>AND</b> Disbursement Release Indicator = True (selected) <b>AND</b> Current date is more than zero days before the disbursement date	Current date cannot be more than 0 days prior to the Disbursement date.
5113	Disbursement Sequence Number	If the sequence number being added is not the next available sequential sequence number for a particular disbursement	Sequence Number must be the next available number.
5114	Disbursement Sequence Number	If the sequence number = 60  <b>Note:</b> This is a warning edit only	You have reached or exceeded your 60 <sup>th</sup> disbursement sequence. You are only allowed to save a maximum of 65 disbursement sequences.
5115	Disbursement Release Indicator	If the Sequence number > 01 <b>AND</b> Disbursement Release Indicator = False (not selected)	The Disbursement Release Indicator must be set for sequences 02 – 65.
5116	Disbursement Origination Status	If the disbursement is a new disbursement <b>AND</b> Origination status of the Origination Record = N	Disbursement Record can't be added if the Origination is at a "not ready" status.
5117	Payment Period Start Date	If the Payment Period Start Date is blank on an actual disbursement (DRI = True) <b>AND</b> Ineligible during Award Year =TRUE on the TEACH School Profile <b>AND</b> Disbursement Status is not equal to A, B, or D	Payment Period Start Date must be non-blank.
5118	Disbursement Amount	If Entrance Interview Required Prior to Disbursement in TEACH School Setup = True (selected) <b>AND</b> TEACH Entrance Interview Date is blank <b>AND</b> An actual disbursement (DRI = True) is added	Actual Disbursements may not be saved without an Entrance Interview date.